Minister of the List Handbook

INTRODUCTION

From Mistress Ceridwen ferch Owain, current Kingdom Minister of the Lists of Atlantia, Greetings unto All to whom these presents may come!

Being a Minister of the Lists (MoL) is one of the best (and most fun!) jobs in the SCA. You get a front row seat for the fighting, you get to meet the fighters, you get to share in their joy on the field. The MoLs are some of the hardest working, most detail oriented, most creative, and most patient people I have ever met. MoLs come to events and work, and for the most part have a glorious time doing it. These are the people whose work will make a tournament (whether large or small) go smoothly, whose deft hands fill out paperwork correctly so fighters may continue to fight, whose creative ideas have improved the Office of the MoLs for years and years.

It is my honor to work amongst them, to work beside them. This newly revised handbook is due to the work of many, but the final product has been driven by one exceptional lady. Baroness Avice Claremond took on the monumental task or organizing both a document and a group of people to revise its many parts. She is the powerhouse behind this publication, and she is the one who made it happen. Her inestimable talents with the written word, organization, and people, show in this document, which is even more user-friendly and usable than ever before. MoLs, both new and veteran, and by extension the marshals and fighters of Atlantia, will benefit from this new handbook. I cannot thank her enough for the multitude of hours of hard work she has spent on this handbook. She is truly a boon to the MoL world, and we are so fortunate to call her one of us.

Whether you are a fighter, marshal, artisan, service maven looking for a new avenue, current or past MoL, or just someone new interested in all parts of the "Dream" we all foster, this Handbook will give an overview of what it is to be an MoL. If you're interested in joining us, there is always space under our shade for you!

In Service,

Ceridwen ferch Owain, Kingdom Minister of the Lists, OP, OL

Acknowledgements

Table of Contents

I. Becoming an MoL

A. What is a Minister of the Lists?

The Ministers of the List (MoLs) work in partnership with the Marshals administering the combat activities within Atlantia. The MoLs are responsible for all the paperwork necessary to maintain fighters' authorizations and run combat scenarios at events.

B. Required Training

Every MoL must complete a training program prior to becoming a warranted MoL. The training requirements are as follows:

1) MoL 101 Class

Anyone wishing to become an MoL must first attend the MoL 101 class. This is offered at University and at various events. The class covers the current policies of the Atlantia Minister of the List office and how to process the required paperwork.

Upon completion of this class, prospective MoLs will receive a copy of the MoL Training Program Information packet. The student must provide the following roster information: legal name, SCA name, address, phone number, home branch, e-mail address, membership number, membership expiration date, and permission to publish one form of contact information. All warranted MoLs must be a current member of the SCA.

The packet also includes a take-home practicum test, which covers common paperwork issues as explained in the class. Students fill out the test and forward it to the Deputy Kingdom MoL (KMoL) for Training. Returning the test indicates that the student is formally requesting entry into the MoL internship program and to be an MoL in training (MoL-IT).

2) Internship

The MoL-IT must intern for a minimum of 2 events with a currently warranted MoL. It is not mandatory that the MoL-IT intern with two different warranted MoLs, but it is preferred in order to increase the exposure to how different MoLs run their list tables. The events must have tournament fighting, so that the MoL-IT can gain experience in running lists. MoL-ITs should intern as much as they feel is necessary to feel comfortable in running the MoL table.

The warranted MoL mentoring the MoL-IT is required to complete the Documentation of Training form which can be found in the MoL-IT's training packet. Any comments about the trainee should be submitted by the mentor in their event report – not on the training form. Once the internship is completed, the paperwork is sent to the Deputy KMoL for Training who will forward the warrant request to the KMoL for approval. If there are any

concerns, such as required additional training, the KMoL or the Deputy KMoL for training will contact the MoL-IT.

MoL-ITs looking for opportunities to intern can contact the KMoL, the Deputy KMoL for training, or their local MoL. The contact information for all warranted MoLs is located on the MoL website: http://mol.atlantia.sca.org/.

C. Warrants

1) MoL Roster

Once an MoL has completed the warranting process, they are added to the roster of warranted MoLs. Warrants are issued and maintained at the discretion of the KMoL. Quarterly, the KMoL publishes the roster of warranted MoLs to the MoL website. The roster serves as proof of warrant.

The KMoL office maintains a website in order to distribute authorizations and warrant information as speedily as possible. To support these efforts, MoLs must also indicate whether they will give permission to publish their contact information in print and/or on-line. If an MoL is uncomfortable with having some portions of their information available electronically, it will not be published. However, at least one form of publishable contact information, such as an email address or telephone number is required.

2) Warrant Renewal

MoLs are warranted for a period of three years and there is no limitation on the number of times an individual may be re-warranted. MoLs must document that they have served as an MoL at events since their warrant was last renewed. If they have not done so, they must justify to the KMoL why they should continue to hold a warrant.

Warrants may be suspended by the KMoL or the Crown. Reasons why warrants may be suspended include: failure to properly uphold the MoL rules; inability to contact any of the MoL officers when requested; inability to resolve conflicts within the local branch; or as deemed necessary by the KMoL or Crown.

Additionally, to remain a warranted MoL, you must be a current member of the SCA. MoLs with lapsed membership are suspended until they provide the KMoL with updated information.

A month before the MoL's warrant is to expire, MoLs should contact the KMoL with a list of events where they have served as an MoL, and request warrant renewal.

II. Office of the Minister of the Lists

A. Kingdom Minister of the Lists

The Atlantian Kingdom Minister of the Lists (KMoL) works with Their Atlantian Majesties and reports to the Kingdom Earl Marshal to ensure that the list office meets the requirements of the SCA and the needs of the Kingdom. The KMoL is an Officer of State.

1) Duties

The duties of the Kingdom Minister of List (KMoL) include but are not limited to the following:

a) Maintaining records of all the authorizations in the Kingdom, including writing cards for each individual fighter and compiling a master fighter list;
b) Issuing warrants and maintaining a roster of all warranted MoLs;
c) Maintaining files of event reports, authorization and renewal forms, and Temporary Cards required in order to prove valid authorization for the fighters of the Kingdom;
d) Overseeing maintenance the MoL Office's policies, procedures and laws, and ensures compliance with any changes to document requirements regarding fighters;
e) Enforcing the MoL office rules and works with the Marshallate to investigate and penalize any infractions of the rules of the list;
f) Running the Atlantian Crown Tournament twice a year, although they may delegate this to a deputy in the event they are unable to run the tourney themselves;
g) Providing The Crown with the MoL roster for Their signature.

The position of the Kingdom Minister of the Lists requires exceptional organization skills, as well as the diplomatic ability to tactfully deal with frustrated individuals who are unaware of the MoL office requirements.

2) Applying to be the KMoL

The KMoL reports into the office of the Kingdom Earl Marshal. As per Kingdom Law the initial term will be 3 years, and subsequent renewal terms are one year. Toward the end of their term, the KMoL will publish their intent to step down and ask for applications for a successor. This announcement will provide the exact details of the application process required by the current Crown.

B. Deputy Kingdom Minister of the List

The KMoL appoints Deputy KMoLs to assist in list office administration. These are senior MoLs with extra responsibilities and powers as assigned by the KMoL. These deputies may include, but are not limited to, regional deputies, training coordinators, and web deputies. The duties for each deputy position are provided by the KMoL. MoLs interested in a Deputy

KMoL position can direct inquires to either those currently holding a Deputy KMoL position, or directly to the KMoL.

C. Minister of the List (MoL)

1) Local MoL Officer

Although not a required officer position, most Baronies and Shires have a MoL office. This office provides support for local events, demonstrations, and authorizations.

2) MoL-In-Charge of an Event (MoL-IC)

A warranted MoL is required to administer all armored (heavy, rapier, or youth) or Equestrian combat activities at Atlantian events. This means that any event announced in The Acorn advertising combat activities requires an MoL. Combat activities include any tournaments, demos, war practices, and training at Universities or collegiums at these events. Additional information about the responsibilities of the MoL-IC can be found in Section III.

3) MoL at Fighter Practice

The Kingdom Earl Marshal's Office may allow authorizations to be held at fighter practices with advanced notice and approval. For more specific information as to the process, please consult the Marshal Policies available on the Kingdom of Atlantia Website (www.atlantia.sca.org). The MoL for authorizations at a fighter practice follows all the normal procedures for authorization paperwork. See Section IV for more information on authorizations. They are not required to use the Fighting Field Sign-In, Authorization Sign-In, or Tournament Report forms.

D. Publications and Resources of the MoL Office

There are many resources available to help the Atlantian Ministers of the Lists perform their duties as effectively as possible.

1) Governing Documents

The duties of the list office are governed by Kingdom Law and policies. This handbook provides additional explanation and supplemental material, but it does not supersede KMoL Policy. All MoLs should have a copy of the policies, along with this handbook. Additionally, the MoLs should be familiar with the Rules of the List and the Kingdom Earl Marshal policies.

These Great Officer policies are superseded by Atlantian Kingdom Law; if there is a conflict between Law and Policy, Law takes precedence. Both documents are

maintained by the Atlantian Clerk of Law and are available from them or online at
http://law.atlantia.sca.org.

2) The Acorn

The KMoL occasionally publishes letters in The Acorn, and all MoLs are responsible for
reading them. This is the official notice MoLs receive concerning major changes to the
paperwork or general running of the MoL office. The KMoL's monthly report lists any
branches that have delinquent tournament reports and any branches that are suspended
from sponsoring fighting events.

3) Official KMoL Web Page

The official Kingdom of Atlantia MoL website is located at http://mol.atlantia.sca.org.
This site contains the latest fighter lists, MoL roster, forms, and tournament trees. The
KMoL policies, this handbook and other resources are also available on the website.
Warranted MoLs can obtain the password for the restricted sections from the KMoL or
one of the Deputies.

4) Official e-group – Yahoo

The KMoL office maintains a discussion group for all warranted MoLs in Atlantia. It is not
required that all MoLs subscribe to the e-group, but it is highly recommended. The e-
group is used primarily for requesting assistance for upcoming events, discussing issues,
obtaining answers questions, receiving advice from fellow MoLs, and getting important
notices from the KMoL office as quickly as they are available. Once an MoL is
warranted, the MoL should contact the KMoL with the e-mail address at which they wish
to receive the e-group's mail. The KMoL will send the invitation to join the e-group.

5) UnEvent

UnEvent is the annual event held for Kingdom Great Officers to meet with their
subordinates to discuss problems, issues, and proposed rule changes and
interpretations. The KMoL holds a one-hour meeting and may hold additional office hours
as needed. This is an opportunity for all the list officers to discuss interesting problems
and to have questions answered.   Attendance is requested of all officers; if an officer
cannot attend, they should designate a proxy to attend and take notes. The meetings
are open to all MoLs unless otherwise stated.

III. Fighting Event

A. Planning and set-up

1) Before the event

a) Speak with the Marshal-in-Charge (MiC) of the event about the types of fighting and tournaments that will be at the event, how many fighters are expected, as well as the start time for sign-in, armor inspection, authorizations, and the tournament(s).
b) Verify whether the Autocrat is providing the dayshade, table and chairs, or if the MoL is needs to bring his/her own and if the dayshade will be shared with the Waterbearer and Chirugeons (refer to Section III B regarding sharing the dayshade).
c) Recruit additional MoLs to assist with sign-ins, authorizations, and running of the tournament. A message to the Atlantian MoL list (atlantian_mols@yahoogroups.com) is one method for recruiting assistance.
d) Prepare copies of the necessary forms. Where applicable, prefill the forms with the relevant MoL information prior to copying.
e) Ensure all supplies are ready such as all current forms, index cards, fighter lists, and list trees. See Appendix B for a full list of suggested supplies.
f) Arrange with the hosting branch's Exchequer and Autocrat or Seneschal to exchange the monies collected at the MoL table for a single check (made payable to "SCA Inc., Kingdom of Atlantia) before the end of the event, or soon after the end of the event.

2) At the event, prior to the start of the tournament(s)

a) Have a Herald announce that the tournament sign-in will be closing in ten minutes at the appropriate time.
b) Find out how the initial pairings for the tournament will be made.
c) Clarify with the Marshal how many lists will be run concurrently.
d) Be clear who, if anyone, is running the cards back and forth from the field to the MoL table.
e) Make sure you (or another assisting MoL) are prepared to remain with the MoL table for the entire tournament. Bring snacks and drinks and cover up anything overtly modern in appearance, such as a cooler.

3) During the tournament

a) Encourage the Runners to return the cards quickly as possible after each bout. If cards get lost, don't send any more out to the field until they are found.
b) Maintain an open line of sight between your table and the field.
c) Don't start writing immediately when you see someone hit the ground. Wait for the Marshals to announce or for the cards to return.

4) After the tournament

Before putting everything away, check to make sure that:

a) Everything has been filled out, signed, and is legible.
b) Temporary Cards have been issued
c) Money has been collected from the fighters
d) The MiC's contact information is on the tournament reports
e) A check/receipt has been written for the money collected at the MoL table.
f) Equestrian waivers have been delivered to the branch seneschal or their deputy (except for new authorizations for Youth Combat and Equestrian).

B. Communication

1) Working with Fighters

Most Atlantian fighters are respectful, considerate, and wish to follow the rules of the list. They may grumble when asked to retrieve their fighter cards from afar, but most will accomplish the task when asked.

Rarely a fighter will become belligerent toward the MoL. Do not tolerate this behavior and report it immediately to the Marshal-in-Charge. Also report the incident to the KMoL on the tournament report form. Repeated rudeness to MoLs and Marshals will result in the fighter's authorization being suspended or revoked. Every instance of inappropriate behavior should be documented.

Oversee all writing by a fighter as it might not be legible. Illegible writing could result in a fighter not receiving their authorization card or having their name misspelled on the card.

Fighters will be sweaty when they come to the table. Keep an eye on the paperwork so it does not get wet, making paperwork illegible. In addition, out-of-breath fighters may be unable to speak clearly. Make them stop long enough to speak coherently if possible. Ask them to repeat themselves if necessary. Fighters with their helms on often cannot hear well, so speak loudly and clearly in order to be understood.

2) Working with Marshals

Make certain that the Marshals are all aware that they must sign in at the list table. Before the tournament begins, get the Marshal-in-Charge's modern name and address for your Tournament Report. Most Marshals will request that the MoL provide them the number of fighters for their Marshal report. Ensure the Marshals sign all official authorization paperwork with their legal signatures.

3) Working with Field Heralds

All Heralds entering the list field, must sign-in at the MoL table. Review with the herald(s) the type of tournament(s) being run and how you want these cards to come back to the list table. The index cards used for announcing the pairings should always have the fighters' names written out for the Heralds. Remind the Herald that the cards need to be returned as fast as possible after the bouts so that the re-pairing can begin.

4) **Working with Runners**

Runners assist the MoLs and the Herald(s) by running the pairings back and forth between the list field and the MoL table. While not necessary for all tournaments, runners are particularly helpful for large events. All runners entering the list field must sign in at the MoL table.

If possible, recruit the runners ahead of time. It is best to have at least one runner at a time per list field, more for larger events where the tournament may take several hours.

5) **Working with Chiurgeons/Water bearers**

Chiurgeons and Water bearers must sign in at the MoL table if they will enter the list field in the performance of their duties.

When an event is short on table space or day shade, the autocrat may attempt to have the Chirurgeon or Waterbearers share the MoL table area. Discourage this unless there is absolutely no other option available. Do not allow the materials of either office to interfere with MoL paperwork, or block the view of the list field. Do not allow water bearing containers on the MoL table as sweating, leaking, or spilled water containers can ruin the paperwork.

6) **Minors**

Many young gentles are eager to be of service on the list field. However, due to legal waiver requirements, no minors (age 17 or under) may enter the list field. They may not serve in any capacity that requires them to enter the combat area, including heralding and running cards.

The exceptions to this rule are minors who are also authorized fighters, and minors aged 16 or 17 serving as water bearers on the list field. If a minor can show a valid Atlantian fighter card and proof of waiver, they may enter the list field.

IV. Sign-Ins and Authorizations

The sign-in and authorization information in this section applies to adult combat. There are additional requirements for minors, youth, and equestrian combat which can be found in later in this section.

A. Sign-In

1) **Fighting Field Sign-In form**

The Fighting Field Sign-in form is used to collecting basic information about all Marshals, Water bearers, Runners, Chiurgeons, Heralds, and other non-combatants on the list field. Information collected includes:

      a. Participant's Society and modern name

b. Role(s) on the field.

All information entered onto the Fighting Field Sign-up form must be legible. The event name and date should be completed at the top of the form before submitting to the KMoL. Participants must sign in at the gate before signing in with the MoL. See Appendix A for form abbreviations.

2) Authorization Sign-In form

The Authorizations Sign-in form is utilized for collecting basic information about all fighters wishing to authorize or add-on a weapons form. Information collected includes:

   a. Fighter's Society and modern name
   b. Weapons form for authorization or add-on

All information entered onto the Authorizations Sign-In must be legible. The event name and date should be completed at the top of the form before submission to the KMoL. See Appendix A for form abbreviations.

3) Heavy and Rapier Sign-in Forms

These forms are used for all fighter sign-ins. Fighters must sign in before entering the List field. Additional copies of this form can be used to create lists for Tournaments. Information collected includes:

   a. Fighter's Society and modern name
   b. Weapons form for authorization or add-on

All information entered onto the Authorizations Sign-In must be legible. The event name and date should be completed at the top of the form before submitting to the KMoL.   See Appendix A for form abbreviations.

B. Authorizations

1) The Verification of Authorization (VoA) form

The VoA is used to collect the information needed for a fighter wishing to authorize or add-on a weapons form, or to renew their authorization. Information collected includes:

   a. Fighter's Society and modern names
   b. Contact information
   c. Current and new weapons forms
   d. Fighter's dated, legal, modern signature.

To complete the weapons portion of the form, under the fighter's signature line:

a. mark an "X" clearly over all currently authorized weapons
b. circle any newly authorized weapons forms
c. draw a single horizontal line through all other weapons forms.
d. complete the MoL information section

Below the MoL Use Only line:

a. check for which activity the form is being completed
b. weapons forms if applicable
c. amount of money received
d. check if a Temporary Card was issued

The area below the second line is for KMoL use only

2) **Temporary Cards**

Three Temporary Cards should be completed for each renewal, authorization, or add-on weapon. If available, use the triplicate-copy Temporary Cards. One card is for the fighter to use as proof of renewal, authorization or added-on weapon until they receive a new fighter card from the KMoL; one card remains with the reporting MoL; and one card is submitted to the KMoL with the event report.

To complete the Temporary Card:

a. circle ALL forms in which the fighter is now authorized
b. strike through any weapons forms that do not apply
c. make sure the Temporary Cards bear a 3 month expiration from the day of the event

Information collected on the temporary cards includes all of the same information on the VoA, but also includes the legal signatures and printed names of the Marshals authorizing the fighter and the MoL doing the paperwork.

The Temporary Card is the official proof of authorization for the fighter until they receive a permanent card from the KMoL. The temporary card needs to match the permanent card format.

3) **New Authorizations**

If the fighter has not authorized in any weapons form in the Kingdom of Atlantia, or if their authorization expired over four years ago, then they must reauthorize in order to fight in the Kingdom of Atlantia. A fighter who cannot prove current authorization may also reauthorize.

The fighter signs in on the Authorization Sign-in sheet. The MoL completes a VoA form checking "New Authorization" and marking the weapons form beside it. The MoL circles

the weapons form(s) and if the fighter is a member of the SCA, includes the membership number for database purposes.

The fighter consults with the Marshals about becoming authorized, which usually includes fighting a number of authorization bouts with an experienced fighter under the watchful eye of the officiating Marshals. Once the fighter has completed their authorization, the officiating Marshals and the experienced fighter usually confer to determine whether the authorization was successful, and then inform the fighter of the result. The fighter then reports the results to the MoL.

If the authorization was successful, the MoL completes three Temporary Cards with a 3 month expiration date. The fighter takes the Temporary Cards to the Marshals for their legal, modern signatures, and printed names.

After a successful authorization, the MoL collects $5.00 from the fighter, either in cash, or in the form of a personal check made payable to the branch hosting the event (see Section V. B for cash-handling procedures).

If the fighter fails the authorization, "Failed" is written discretely across all paperwork to prevent confusion. After the event, the VoA is discarded. Failed authorizations are not sent to the KMoL.

4) Renewals

If a fighter's authorization card has expired within the last four years, they may renew. The MoL completes a VoA, checking "renewal" and verifying that the weapons forms on the expired fighter card and fighter list match the weapons forms on the VoA. The MoL collects $5.00 from the fighter, either in cash, or in the form of a personal check made payable to the branch hosting the event (see Section V. B for cash-handling procedures).

The MoL completes three Temporary Cards as above but writes 'Renewal' across the Marshals' signature lines of the Temporary Card.

5) Add-On Weapons

If a fighter has a current authorization or is renewing authorization they may add-on a weapons form. The procedure is the same as performing an authorization with the following exceptions:

a. check "Add-on weapon" and mark the added-on weapons forms beside it.
b. verify that the original weapons forms, as indicated on the old fighter card or fighter list, are crossed through, and that the added-on weapons forms are circled on the VoA and Temporary Card.

6) Out-of-Kingdom Visitors & Transfers

Fighters from other Kingdoms are welcome to fight in Atlantia as our Kingdom's guests. After three months residence in Atlantia, the fighter should obtain an Atlantian fighter card as an Out-of-Kingdom Transfer.

a. Visitors

A visiting fighter from another Kingdom should present their fighter card to the MoL. The MoL verifies that the appropriate weapons form is checked and the card appears to be complete and current. It is acceptable that the weapons form list on the card are not the same as Atlantia's weapons forms. On the Fighting Field Sign-up Sheet write "Visitor from Kingdom <fill-in name>".

If the Out-of-Kingdom fighter did not bring their authorization card, they may not fight. If there is a MoL or Marshal from the fighter's home Kingdom available, they may be able to remedy the situation by issuing the fighter an authorization card from their Kingdom of residence. Per Corpora, Atlantia cannot issue authorizations to anyone who lives outside our Kingdom nor can royal privilege be exercised.

b. Out of Kingdom Transfers

When a fighter from another Kingdom moves to Atlantia, they must obtain an Atlantian authorization card within three months of their first Atlantian event. During this three-month grace period, the fighter may fight using their previous Kingdom's authorization card. To transfer authorization, the fighter should confer with the Marshal. The MoL completes the VoA, checking "Transfer From Kingdom" (write in fighter's former Kingdom) and Temporary Card. Fighter pays the $5 fee.

7) **Expired Temporary Cards**

Occasionally a fighter's Temporary Card expires without the fighter receiving their permanent card. This may happen for several reasons, including:

a. The paperwork from the fighter's renewal or authorization was never filed with the KMoL
b. The Tournament Report was never received
c. The address on the forms was illegible or the fighter moved and the cards were returned by the United States Postal Service

The fighter should execute another VoA and then they may fight. Exactly how to fill out that VoA depends on whether the Temporary Card shows a renewal or an authorization.

If it's a simple matter of a lost renewal, the MoL and the fighter should complete another VoA. If, upon discussion with the fighter, the MoL believes that the fighter has already paid the fee, the MoL may waive the $5.00 and note the situation on the VoA. For example, if the fighter renewed several months ago, but never received their cards, the

MoL might write "Renewed at Storvik event in February. Money with that report. Fee Waived."

However, if the expired Temporary Card was a new authorization or add-on weapons form, the situation is a bit more difficult. The KMoL cannot issue a new authorization card without a copy of the authorization form/Temporary Card with the Marshal's signatures. The expired Temporary Card constitutes this proof, but you cannot take that from the fighter, as it's their only proof of authorization.

The MoL should fill out another VoA and write an explanatory note on the form stating when and where the authorization happened. If the original Marshals who authorized the fighter are present, the MoL should have the Marshals sign another Temporary Card and check "Confirm Authorization", indicating the weapon form(s) being confirmed. At that point, the KMoL has the fighter's personal information on the VoA and the Marshals' signatures and may issue a card. If the original Marshals who authorized the fighter are not present, the fighter should contact the KMoL to determine how to get a copy of their Temporary Card to the KMoL. Alternatively, the fighter may opt to re-do the authorization, in which case it is handled as a brand new authorization.

8) Lost or Forgotten Authorization Cards

When a fighter has lost or forgotten their authorization card:

a. If available, the MoL can check the fighter list and the list of recently expired authorizations. If the fighter appears on the fighter list with a valid expiration date, then the fighter list may be used as proof of authorization and then follow all the procedures for a renewals except write "lost card" on the VoA and Temporary Card.
b. If the fighter is not on the fighter list or the MoL does not have the list, the fighter can find two marshals who can vouch for the fighter's authorization. Both Marshals will need to sign another Temporary Card, confirming the authorization. The MoL checks "Confirm Authorization" at the bottom of the VoA and follows the remaining procedures for a renewal.
c. If the fighter cannot find two Marshals to vouch for the authorizations, then the procedures for authorization must be followed. If the fighter does not wish to reauthorize, then he/she cannot fight.

9) Platinum Cards

The Platinum Cards are a kingdom fundraiser. The Platinum Cards are silver in color and the initial card costs 10 dollars. Once a fighter has a Platinum card:

a. Renewals and weapons add-ons are a 1 dollar, as long as the fighter has their card.
b. Lost Platinum Cards are 10 dollars.
c. Platinum cards are numbered and a fighter may request a particular number as long as it is not already taken.
d. The Platinum Card VoA is used for any fighter that wants a Platinum card.

e. The normal temporary cards are used for any fighter who authorizing for the first time, renewing or adding on a weapons form. The MoL writes "Platinum" in an open spot on the temporary card.

10) Royal Privilege

If the King or Queen does not have their card, they may sign in without one.

The Crown is the highest marshal in the land and can authorize anyone who is a resident of Atlantia in any form, for the day or as an authorization, with a word to the MoL in charge. The MoL in charge should note this authorization on the event report with the fighter's name as well as the Monarch's name.

11) Knights without current authorization cards

While it has been the practice of the MoL office in the past to allow renewal by Members of the Chivalry no matter how long their authorization has been expired, after discussion with fighters, marshals, members of the Chivalry, and the Kingdom Earl marshal, if a member of the Chivalry has been inactive and "not authorized" for long enough, they may choose to re-authorize, but that is a decision they will make upon consultation with a marshal.

If a Member of the Chivalry's card has been expired for more than four years, they will work with the Marshals to determine the best course of action, whether it is verification of authorization or re-authorization.

C. Minor Combat

Minors are fighters who wish to become authorized as an adult fighter. Minors who are 16 or 17 may authorize to fight on the heavy field, or on the rapier field. Minor Combatants may authorize in any weapon form for heavy combat or rapier combat.

On the Equestrian field, minors may authorize as young as 5 as an Equestrian Rider (EQR). Minors aged 10-17 may authorize up to the level of Equestrian Lancer (EQL).

The same procedures will be followed for ANY minor to authorize, whether it is a Heavy, Rapier, or Equestrian authorization. See "Procedure for Authorizing a Minor"(see section IV, part C) for the paperwork and procedures required for minors wishing to authorize in any of these forms.

Once a minor decides to participate with the adults, they are treated equally as an adult with regards to all rules and regulations. Additionally, a youth who has begun fighting as a Minor in any discipline may not regress to the Youth Combat field of that discipline without consultation with marshals.

1) Procedure for Authorizing a Minor

It is the responsibility of the minor, the parent/legal guardian, and the training marshal to ensure all the procedures and necessary paperwork are completed prior to authorization of a minor (refer to http://yc.atlantia.sca.org/ for more information).

a. Once the Minor has been deemed prepared to authorize by the marshal overseeing training, advanced preparation is required to arrange an event in which all who must be present can attend. The following individuals must be present for a Minor to authorize to fight as an adult in any discipline:

1. Parent/Legal guardian with partially completed original Minor Authorization Form.
2. Authorizing Minor
3. Kingdom Earl Marshal or designated Deputy
4. Marshal-in-Charge for the event
5. Third witnessing marshal in the discipline being authorized.
6. MoL with Verification of Authorization, Temporary Cards and Minor Waiver.

b. The original Minor Authorization Form should be provided to the MoL-IC for the event at the time of authorization by the parent/legal guardian.

c. The assembled marshals will execute the authorization and decide if the Minor is to be authorized to fight on the adult combat field. If the Minor is not ready, the Minor Authorization Form is returned to the parent/legal guardian. The Minor resumes practicing as before.

d. Upon successfully authorizing, the Minor and parent/legal guardian should complete a VoA and Temporary Card. The lower half of the Minor Authorization Form should be completed with the legal names and signatures of the required marshals administering the authorization. An original signed Minor Waiver should accompany all paperwork. The notation of "MINOR AUTHORIZATION" should be boldly noted on the VoA, Minor Waiver and Temp Cards.

e. The original signed documents of the following should be submitted with the MoL Event Report:

1. Minor Authorization Form;
2. Minor Waiver;
3. Verification of Authorization Form;
4. one temporary Card bearing all legal printed names and adult signatures.

f. Minor Combatants are typically issued a fighter card that is a different color than adult fighters, and will expire on their 18th birthday, no matter when it was received. Upon expiration, the Minor should complete renewal paperwork to obtain an adult fighter card. Once an authorized minor reaches the age of 18, their

authorization card can be treated the same as a move in from another kingdom. They should just need to turn in the old card and get the new (adult) one. This should be done at the first event that the ex-minor checks in with the MoL.

2)   Minor Medical Authorization Form

The Minor Medical Authorization Form (MMAF) is required for all minors who attend an event and participate in combat activities without the presence of their parent/legal guardian. The MMAF must be completed by the Minor's parent/legal guardian and signed in the presence of a notary. The purpose of this form is to appoint specific individual(s) the ability to give consent to medical treatment, should the Minor require emergency medical attention. A Minor may not fight without the presence of either their parent/legal guardian or one of the individuals named in the MMAF. This form is not kept when presented, but simply confirmed and returned to the holder.

D. Youth Combat

Youth Combat (YC) is a program of combat all in and of itself and should never be confused with those who participate on the adult martial fields. Those who are hoping to take part in either armored and rapier fighting will practice and compete against opponents of their same age and general capabilities, and at no time ever face an adult in combat. Just as in the case of Minors, a parent/legal guardian must be present initially and must complete all forms for authorization of weapons additions. A notarized Medical Authorization for Minors can be used so the youth may participate in practices and event activities when their parent/guardian are not present.

The procedure in order to authorize a new Youth Combatant is as follows:

a.   Both the youth and the parent/guardian must attend the Youth Combat Introductory Class offered typically at practices and/or YC activities held at events.

b.   Upon completion of the class, the parent/guardian will:

1.   Complete the "Contact Information & Preparing to Practice portions of the Youth Combat Permission to Practice (YCPP) form, and
2.   Complete the "Youth Combat Information" portion of the Youth Combat Verification of Authorization (YCVoA) form.
3.   Sign and date a Minor Waiver to be kept on file by the KMoL. This will relieve them from needing to do this each time the youth participates. The YC marshal and the MoL should verify the forms are correct and also complete their sections of these two forms.

c.   While the partially completed YCPP form is returned to the parent/guardian for use upon authorization, the YCVoA and Minor Waiver are included in the event report. There is no fee for Permission to Practice in YC. The KMoL sends the

youth a Perr Permission to Practice post card to present to the MoL at all official YC practices.

d. When the marshal, parent and youth agree they are ready to authorize, the parent/guardian provides the partially completed YCPP form once again. No youth can obtain both permission to practice and authorize to fight on the same day, but may authorize at the next event they attend (the only exception is in the case of an out of Kingdom transfer of YC authorization). The marshal determines what division should be recorded for the paperwork.

e. The YC marshal will conduct the authorization, and upon successful completion, the parent/guardian and YC Combatant should complete the remaining potion of the YCPP under "Preparing to Authorize". In addition, a YCVoA should be completed with accompanying Youth Temporary Cards in triplicate, signed by the parent/guardian, marshals and MoL. The cost of the YC Fighter Card is $2 and it also expires 3 months from the date of issue. One original copy of the temp card should be provided to the Youth Combatant for use in all practices and tournaments held, until the KMoL can process and deliver their YC Fighter Card.

f. YC authorization paperwork, to include the completed YCPP form, a completed YCVoA and one signed original temp card, should be included when the YC Event Report is filed.

E. Equestrian

There are three separate yet equal tasks that Equestrian MoLs perform for the Equestrian Community: Authorizations, Scoring, and Running the list. Coordination with the marshal(s) occurs prior to and day of the event. Any event that includes EQ activities requires all people on site to sign state-appropriate EQ waivers. (See Waivers & Sign-In below.) The EQ MIC is in charge of overseeing the required paperwork for the horses as the MoL is in charge of rider paperwork. The EQ MIC is responsible for coordinating with the EQ MoL prior to the activity, preferably the event, ensure the availability of proper score sheets, signup sheets, and lists (order of riders in an activity). Often the EQ MIC will provide these for the EQ MoL.

Anyone who wishes to authorize at the first level, EQGC, needs to alert the marshal or MoL and is responsible for attending the class at the time designated by the marshal. All of those who take the class are considered authorized EQGC and temporary cards and VoAs must be filled out with fees collected. Further authorizations for the other levels of EQ activities are done as time and the availability of horses allows throughout the event. The MoL needs to be flexible and mobile throughout the extent of EQ activities and positioned as the EQ MIC and activities require. There is a great deal of scoring that must be recorded quickly during equestrian activities.

1) Authorizations

The weapons forms or "levels" for Equestrian divisions are as follows:

a. **EQGC** – Ground Crew (any person that steps onto the Equestrian field, has taken the liability class, helps reset games, pass weapons to riders, water bear, keep scores, hold or move horses)

b. **EQR** - Rider (riders wield no weapons, do not participate in games, authorized Ground Crew)

c. **EQL** - Lancer (authorized to participate in games, wields weapon in one hand only, authorized Ground Crew and Rider). The minimum authorization of Lancer is a mandatory qualification for Mounted Archery.

d. **EQBT** - Bannerette (riders can control their horse in close proximity to other horses, without the use of reins, or with a weapon in each hand, authorized Ground Crew, Rider, and Lancer) The minimum authorization of Bannerette is a mandatory qualification for the Mounted Joust, Crest Combat and Mounted Combat.

e. **EQD** - Driver , rarely used in this kingdom (special authorization for horse and cart or chariots, authorized Ground Crew)

KINGDOM OF ATLANTIA EQUESTRIAN AUTHORIZATION CHART
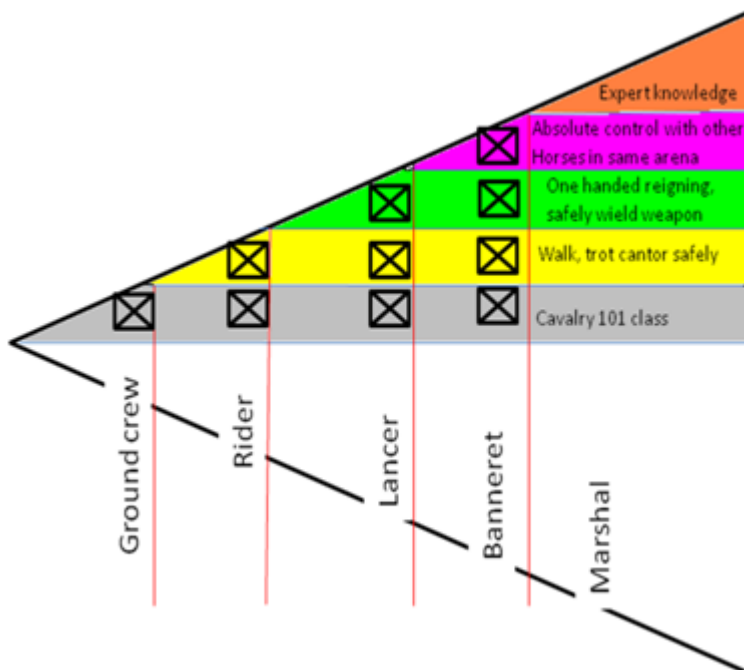
2) **Waivers & Sign-In**

Equestrian events are slightly different than other martial activities with regards to waivers and sign-ins. All attendees at an event with Equestrian activities must sign the State-appropriate waiver when signing in for the event. These waivers are given to the seneschal or their representative at the close of the event.

3) Age of Combatants

Children may authorize in Atlantia at the age of 5 for the authorization as EQR. Equestrian Combatants aged 10 to 17 years are considered Minors will be allowed to authorize up to EQL and are issued a yellow authorization card. MoLs should treat these authorization the same as any Minor Authorization with the requisite paperwork (section IV, part C).

Adult Equestrian combatants 18 years of age and older can authorize up to EQB and are issued a white authorization card by the KMoL.

4) Atlantian Mounted Equestrian Games

The MoL is another pair of eyes and ears and serves as a tertiary line judge. The MoL watches the activities and works with the MIC and other marshals to verify successful completion of activities.

It is helpful when the MoL has an understanding of the requirements of each activity in order to assist the marshals in this capacity. Final call will be made by the MIC and scores for each activity as well as any gait requirements will be called out by the MIC to the MoL to record. The MoL should be vocal and communicate with the MIC if there is any question about scores or missed/misheard calls. See Appendix D for details of the scoring for Equestrian Games.

V. Event Reporting

A. The Tournament Report

A tournament report is due to the Kingdom Minister of the List within 14 calendar days of the date of the event. In addition to traditional fighting events, all official events that advertise fighting require a report. This includes:

1. Events such as universities
2. Demos published in the Acorn
3. Other official Kingdom events that contain fighting

A separate tournament report should be submitted for each type of fighting that occurs at the event. MoLs do not currently administer Thrown Weapons (TW), Hounds/Coursing (H/C), or Target Archery. If fighting was announced in the Acorn for a particular type of fighting, but not held, a tournament report still must be filed with the KMoL, including the reason the fighting was not held. Authorizations done at practices, except in the case of Youth Combat, do not require a report to be filled.

Documents with original signatures should be submitted to the KMoL for the Kingdom's records. The MoL-in-Charge must keep a copy of the completed report and all associated paperwork submitted to the KMoL. This allows the report to be reconstructed if it gets lost.

The report should include:

1. The MoL Tournament Report, a summary of activities related to that type of fighting
2. All VoA forms completed at the event
3. Pink Temporary Cards for each VoA for the KMoL
4. A check from an Exchequer for MoL fees, or a note from the MoL that the fees will be sent later by the local Exchequer.

2. The MoL Tournament Report, a summary of activities related to that type of fighting

B. Money Handling Procedures

All new fighter authorization cards (renewal, authorization or replacement) cost $5.00 unless they are the Platinum Cards. Youth authorization cards are $2.00. These fees are used to cover Kingdom List Office and Marshallate expenses. A fighter may pay by cash, check or money order made payable to the branch hosting the event. All monies collected by MoLs must be submitted to the branch exchequer sponsoring the event in exchange for a check from the branch's bank account for the same amount made payable to the "SCA, Inc., Kingdom of Atlantia". This check is then submitted with the Tournament Report.

The Office of the KMoL will not accept personal checks, money orders, cash or any other form of payment other than a check written from the account of another SCA, Inc. branch entity. All funds must be processed through a branch's bank account prior to sending to the KMoL.

When funds are collected at an event, an MoL may be able to exchange funds for a branch check at the event. More often, it may be possible to create a receipt of how much funds were collected by the MoL and have the exchequer or seneschal accept the monies and sign for the receipt of them. When the event monies are later reconciled and funds are paid out, the MoL funds are simply included as a paid out debt and a check cut for the MoL to include in the report. In rare situations that the check becomes difficult to obtain, the report should be mailed in the timely fashion required with it clearly noted to whom the funds were delivered (legal and SCA name of the branch exchequer/seneschal) and why they are not included.

When funds are collected by MoLs-at-Large or in situations where a specific host branch is not identified, the MoL may give the funds to their local branch exchequer in exchange for a check from the branch's bank account. Renewal of authorization cards, which do not require an event to be done, are a good example of how an MoL can find themselves with only five dollars they must send to the KMoL. This can easily be processed through the local SCA branch bank account for convenience.

Appendix A - Abbreviations and Glossary

Acorn: The official newsletter for the Kingdom of Atlantia.

Chirurgeon: Individual warranted providing medical assistance at an event.

Field: Area marked off for fighting activities at an event.

Field Herald: Individual appointed to provide announcements on the field at an event.

Field Staff Abbreviations:

> M – Marshal
> C – Chirurgeon
> H – Herald
> MoL – Minster of the Lists
> R – Runner
> W - Waterbearer

Hold: Temporary halt in fighting activities, usually called by the marshals.

KMoL: Abbreviation for Kingdom Minister of the Lists.

List Office: Another name for the Office of the Minister of the Lists.

List Officer: Another name for a Minister of the List.

List Paperwork: All forms related to the Office of the Minister of the Lists.

List Table: Table at an event where the MoL conducts official list paperwork.

Marshal: Individual warranted to conduct and oversee a form of SCA combat.

Marshal-in-Charge: The Marshal responsible for overseeing the fighting activities at an event

MiC: Abbreviation for Marshal-in-Charge.

Minor Combatant: Individual that is either 16 or 17 years of age and has completed all requirements allowing them to participate in combat activities with adults (18 and over).

MoL: Abbreviation for Minister of the Lists.

MoL-in-Charge: The MoL responsible for overseeing the list table(s) at an event and filing an Event Report Form.

MoL-IC: Abbreviation for MoL-in-Charge

NC: Non-combatant

Runner: Individual appointed to "run" messages between individuals at an event, specifically between the list table and the fighting field.

SCA: Abbreviation for the Society for Creative Anachronism, Inc.

Society: Another name for The Society for Creative Anachronism.

VoA: Abbreviation for the Verification of Authorization Form.

Waiver: Signed statement indicating that the participant will not hold the SCA responsible for damages incurred to them while participating at an SCA activity, here specifically, while on the field at an SCA event.

Water bearer: Individual appointed to provide water to fighters and other needy individuals at an event.

Weapons forms:

Heavy

WS – Weapon and Shield
DW – Double Weapon
GW – Great Weapon
PW – Pole Weapon
SP – Spear
MW – Missile Weapon
SW – Siege Weapon

Rapier

EP – Epee
HR – Heavy Rapier
CT – Cut and Thrust

Equestrian

EQR – Equestrian – Rider
EQL – Equestrian - Lancer
EQBT – Equestrian – Bannerette
EQA – Equestrian – Mounted Archer
EQD – Equestrian – Driver
EQGC - Ground Crew

Youth Combat (YC): Martial activities held for those age 10 to 17 years of age that involve specialized weapons and armor, and allow those of comparable age group and ability to engage each other. Youth Combatants do not engage anyone over the age of 17.

Appendix B - Supply List for the MoL-IC

MoL Handbook

The heading says it all—bring the whole handbook, you may need it.

Reports and Forms

- Authorization Forms
    - Verification of Authorization (It saves time to pre-fill the MoL section with your info before making copies.)
    - Temp Cards
    - Youth and Minor Authorization Paperwork
        - Youth Authorization Procedures
        - Minor Authorization Procedures
        - Youth Permission to Practice Form
        - Youth Verification of Authorization Form
        - Youth Temp Cards
        - Minor Authorization Form
- Waivers
    - Adult Waivers
    - Minor Waivers
    - Equestrian Waivers if applicable (Make sure to get the waiver for your state.)
- Event Report Forms
    - It saves time to pre-fill the MoL section with your info before making copies.
- Sign-In Forms
    - Field Staff Sign-In
    - Sign-In for All Applicable Disciplines (armored, rapier, equestrian)
    - Authorization Sign-In
    - Youth Sign-In
- Tourney Form(s) for the Planned Tourney(s)

Office Supplies

- Pens and Pencils
- Index Cards
- Clipboards
- Paperclips
- Paperweights
- Cashbox, Envelope, or other Container for Authorization Fees

Personal Supplies

- Snacks and Drinks
- Sunscreen
- Tylenol/Advil/Aspirin

Appendix C - Tournaments

Tournament Types

There is no limit to the number of variations, themes, and so forth that can evolve from the imaginations of the fighters and Marshals of the Kingdom. With your knowledge and understanding of the types and formats of tournaments, you too will be well equipped to provide input in determining the format of the next tournament run by your local branch.

Melees

The word "melee" comes from Old French and is defined as "a confused, general hand-to-hand fight between groups." In the SCA, it can refer to anything from 3-a-side combat at a local event to the massive battles at Pennsic, with hundreds of fighters on each side. Depending upon the scenario, victory is achieved by either killing all of their opponents or having control of the objective(s) at the end of a designated time period.

Grand Melee

A grand melee is a hybrid between an individual tournament and a group melee. It is often fought as a warm-up battle to start the day. All fighters form a large circle. When "lay on" is called, fighters may strike a blow at anyone except the two people who started lined up on either side of them. When fighters are killed they are out of the fight. Some fighters will initiate single combat with an opponent. Others will form an alliance with one or more other fighters for self-preservation. Often, multiple small teams spontaneously form which might temporarily combine their efforts to take on an opposing team. The last person alive wins the melee, so eventually the teammates have to turn on each other after eliminating their rivals.

Warlord

Warlord is another hybrid form of tournament. It begins like a normal elimination tournament. The winner of each fight in the first round becomes the warlord for a two-man team comprised of himself and the fighter he defeated. They will then fight another two-man team; the winning warlord then becomes the warlord for a four-man team, which will fight another four-man team, etc. (see example below). Eventually, there will be two large armies fighting a melee, with the leader of the winning team being the overall warlord winner.

Ex.   1st Round   A defeats B, becomes Warlord for Team AB
                                      C defeats D, becomes Warlord for Team CD

           2nd Round   Team CD defeats Team AB, C become Warlord for Team ABCD

           3rd Round   Team ABCD defeats Team EFGH, C is now Warlord for Team ABCDEFGH

Field Battle

In its most basic form, a field battle consists of two teams of approximately equal size lining up on opposite sides of the field, and fighting until only one team has any members left alive. An advanced version is the resurrection field battle in which an objective will be given, such as possession of a banner or control of a specific piece of land, and a time limit set. A location for resurrection (called the resurrection point) will be set for each team, and the fighting

begins. Anyone who is killed returns to their resurrection point to be healed and then can return to the fighting. There is usually no limit on how many times a person can be healed. At the end of the time period, whichever team is controlling the objective wins the battle. If the outcome is still in doubt, one method for settling the dispute is for a Marshal to make a complete circle from the middle of the objective with a nine-foot spear. All fighters falling inside the circle are still alive, and everyone else is removed from the field. Those still alive fight until only one side is left standing to settle the outcome.

Obstacles and Restricted Forms

In addition to the standard field battle, there are a number of modified melees. Among the more common are:

Bridge Battle

A bridge is formed with parallel rows of hay bales. The length varies depending on the number of fighters; the width should normally only allow four to five fighters to stand side-by-side. The two armies start at opposite ends of the bridge. At the onset of fighting, each side stakes a position near the midpoint of the bridge, forming shield walls with rows of reach weapons behind them. Fighters are allowed to brace themselves against the hay bales, but cannot sit or walk on them. If they step over or are forced over the edge of the bridge, they are dead. Bridge battles may be fought to last man left alive, in which case a battle of attrition follows, until only one side remains. Alternatively, bridge battles may be fought for a designated time period where the side which controls the majority of the bridge when time expires is the winner.

Woods Battles

Banners

A capture the banner scenario is the most common form of woods battle. The two armies enter the woods from separate locations, each carrying a banner, while a third banner is hidden in the woods by the Marshals. Whichever team controls two of the three banners at the end of the time period wins the battle. Each side will have a resurrection point; anyone killed must return there to be resurrected.

Capture the Gold

This is a scenario that can be fought with multiple smaller teams. Trash bags stuffed with leaves (the bags of gold) are hidden in the woods by the Marshals. The teams search the woods to find the bags to turn in to the list table. The team actually turning in the bags gets the credit for them, so it becomes a tactical decision whether to hunt for bags or lie in wait and try to capture them from another team. No fighting is allowed within a specified distance of the list table, which can double as the resurrection point. The team turning in the most bags at the end of the time period wins.

Town Battle

An odd number of huts are formed from hay bales within the perimeter of the town. The two armies start from opposite sides of the town. The objective is to control the majority of the huts at the end of the time period. Fighting occurs throughout the town, but the battle for possession of a hut can only occur through the doorway; blows cannot be thrown over the hay bales.

Castle Battle
At Gulf Wars, in the Kingdom of Meridies, a castle has been built on site for this battle. For a smaller event, a castle can also be approximated with a number of hay bales. Set the bales up in a square or rectangle with spaces for one or more doorways to defend. Fight until only one side is alive; then switch and have the attackers defend and defenders attack.

Broken Field
The battlefield is broken up by two hay bale obstacles; three banners are fixed in the passages between the obstacles. The banners can be defended, but not moved. No combat takes place across the bales. Each side has a separate resurrection point. Victory goes to the side controlling two of the three banners at the end of the time period.

Maze
A maze is built with hay bales to head height, to obstruct the views of the opposing sides. Blows cannot be thrown over the corners; they must be thrown face-to-face. It can be fought either like a bridge battle, with the two sides fighting for position, or like a castle battle, with one side defending and the other trying to break through. Because of the close quarters, it is also similar to the fighting for possession of a hut in a town battle.

Elimination Tournaments
The elimination tournament is one of the most common tournament formats of the SCA. They can be run using printed tree formats and/or index cards. They are most useful when a single, clear winner is needed (e.g. Crown Tourney, baronial championships, etc.). Their biggest drawback is that the amount of fighting for each combatant may be very limited.

Single Elimination
In this tournament, a fighter is out of the tournament when they suffer their first loss. It is a quick format, usually used when the number of fighters is very large, the space is confined, or the time in which to hold the tournament is limited. (A 100-person single elimination tournament has only seven rounds, and can be fought in under two hours.) It can be run by index cards, a single elimination list tree, or by using the winners' bracket from a double elimination list tree. In cases where tracking is not necessary, though, it can be run on the field by the fighters and marshals themselves, with the losers removing themselves from the field after each round.

Double Elimination
The double elimination tournament is one of the most popular tournament styles in both the SCA and collegiate sports. A fighter is removed from the tournament when they have lost twice. This is a slower format, and allows for one mistake before being removed from the field. Running one or more list fields helps speed the double elimination tournament. Double eliminations can be run from index cards or printed formats. By Kingdom Law, Atlantia Crown Tournaments are fought double elimination style.

There are several concerns when running a list of this type for the SCA. First, it is preferred that no fighter will have to fight the same person multiple times during the tourney. This is best done using the crossover technique, described later, to reduce the possibility of duplicate fights.

Another concern is what to do with uneven numbers. The only ideal numbers for a double elimination list are multiples of 2 greater than 8; in other words, 8, 16, 32, 64, 128, and so on.   If you have any other number of fighters, then you will have to use bye fights, challenge-ins, and possibly a round robin in the semifinals to get your two fighters. These are described in more detail in the next sections.

The double elimination is a good tournament style to study and understand, since it is one of the most common. Several blank double elimination list trees are included in Appendix D. Examples are discussed at the end of this section.

Triple Elimination
The most complicated of the common elimination formats; a fighter is removed upon their third loss. This is the slowest of the formats, requiring far more fighting time than the others. The triple elimination should be run using cards as a tournament tree would be complex and confusing. This format requires at least two list fields, and the process of pairing requires that the MoL mark on the index cards the round and the opponent, to try to limit the number of times fighters meet in the tournament. It is simpler if there are two or more MoLs to help in the pairing process.

Atlantian Speed Tournament
In the Atlantian Speed Tournament, cards are not required, nor are printed list trees. The Atlantian Speed Tournament can contain as many eliminations as the Marshals decide upon. It is run from the field by the Marshals, and the only job the MoL performs is to administer the initial fighter sign-in. Generally, the MiC takes control of the tournament at that time. The MiC will line up combatants and pair them. After the first round, two "fields" are created, one for no losses, and one for one loss. People continue to fight, with the no loss field losing half its combatants each time, until the final round, between a fighter with one loss and a fighter with no losses. Atlantian Speed Tournaments are very fast, and if run as Single Eliminations, are usually over in under an hour, even with large numbers of combatants.

Determination of Initial Pairings & Working an Elimination Tourney Pairings for a tournament can be done in any number of ways. It is generally best to choose as random a method as possible for determining pairings. The Atlantian Speed Tournament pairings are usually determined by splitting the fighters into two facing lines and pairing them with the fighter standing opposite. A simple, alternative method is to take each name from the sign-in sheet, and pairing them top to bottom:

<div align="center">

First name   -----   Last name
2nd name   -----   2nd to last name

</div>

Another option is to make cards, each with a fighter's name on it, and have an impartial person draw each pairing like cards from a deck.

Yet another possibility is to number the fighters and randomly choose half of them. Then take small pieces of paper, and write the numbers of the fighters not chosen, one per piece of paper. Borrow a hat from some passing gentle, and let each person pull their first pairing.

Another method is the precedence challenge, where the fighters choose their initial opponents. The lowest ranking fighter makes first choice then the next lowest ranking fighter challenges an opponent. This continues until all fighters are paired.

More exact than the precedence challenge is the pairing all of the fighters by their rank in the Order of Precedence (OP). This takes a little bit of pre-planning and is normally done only for Crown Tournaments.

Byes

Byes are placed in a tournament to even out the number of opponents. A bye can be actual fought rounds (with a volunteer bye fighter) or not fought, at the discretion of the MiC. If they are fought, they may be non-destructive byes (with no effect other than to tire the fighter with the bye) or destructive byes (in which a loss to the bye fighter counts as a loss in the tourney). Byes must be carefully placed in a tree to ensure that no combatant has an unfair advantage. Unless the tournament has a "perfect tree" (8 combatants, or a multiple of 2 greater than 8), there will be the possibility of byes. It takes a great deal of practice to get comfortable with how to introduce byes, though there are a few general rules:

A fighter should not receive two byes within the same tournament. If you have to place more than two byes in a tournament, make sure they are evenly spaced through the initial bracket. This reduces the chances of the same fighter repeatedly receiving a bye. All byes should be eliminated in the earliest possible rounds. For instance, in a double elimination tournament, the byes should be eliminated by the end of the 2nd round of fighting. If they are not, something is wrong with the list. It is unfair to use byes in the higher rounds, since this allows some fighters to advance towards the finals with less effort. Plan your tree carefully to avoid this problem.

Challenge-ins

Used for double elimination tournaments, a challenge-in is a method of bringing a tournament to a "perfect" number of fighters. This is usually done when there are 17-24 fighters, and the MoL is trying to get to a "Sweet 16" or 33-48 fighters, and the MoL is trying to get to an even 32. The advantage of challenge-ins is that no matter how many challengers there are, the "extra" fighters will be eliminated by the end of the 2nd round of fighting.

Assume 18 fighters. This is a perfect 16, and two extra fighters. The initial pairings are made and the two challenge-in fighters challenge someone already on the list tree for their space in the first round. Think of these two fights as pre-first round fights. They fight and the winners are placed on the list tree for the first round, while the losers sit out with one loss. The list tree still has eight pairings and the first round is fought. Now there are two brackets – fighters with one loss and fighters with no losses. The two fighters who lost the first challenge bouts must challenge someone in the loser's bracket for their place on the list tree. This is pre-second round fighting. Those two matches are fought, and two fighters will now have two losses, and are eliminated from the tournament. The tournament proceeds from that point as a normal 16-person tournament.

Crossovers

The crossover technique, used with printed trees, is a way to make meeting the same opponent in a later round less likely. This entails moving defeated fighters from the winners' bracket to the

losers' bracket in a top right to bottom left method (or vice versa). So a fighter in the top half of the winners' bracket who just lost, would be moved to the bottom half of the losers' bracket. These fighters would then be carried straight back over to the winners' side if they reach the semifinals. (Re-crossing the fighters diagonally would negate the first cross so the crossing back is done straight across.) The crossover should happen in the third round. An example tournament tree is provided demonstrating the techniques described above.

This is a 9-man double elimination tournament, run on an 8 man tree. To even the numbers, the odd man out (Jack) is forced to challenge in. After the initial pairings are chosen, Jack chooses to challenge Timon for his place on the tree. This is a pre-round one fight. Timon is victorious, and retains his place on the tree. The Round I fights are completed. Then, Jack is given a second chance to challenge-in. Have Jack challenge someone from the Round II Losers side. That way, whoever looses this second challenge-in bout will have two losses and be out of the tournament. For this second challenge, Jack fights Samuel and emerges victorious. Samuel is eliminated, with two losses, and Jack takes his place on the tree.

If you study this tree, you will also notice the 'crossovers'.   From the Round II Winners bouts, Elizabeth defeats Snorri. This is Snorri's first loss, so he crosses diagonally to the losers' side and is paired with Una. (If Snorri had been crossed straight across, there is a chance he might face the same opponent from his initial Round I. In this example, if Robert had defeated Jack and Snorri had been moved straight across, Snorri and Robert would have fought again in Round III.)

Also notice this example crosses the best fighter from the Loser's side (Elizabeth) to meet the best fighter from the Winner's side (Gordon) in the finals. In this final bout, Gordon has no losses and Elizabeth has one loss. Each fighter is entitled to two losses before being eliminated.   This means Elizabeth must defeat Gordon twice to triumph or Gordon must defeat Elizabeth once. (Alternatively, the final bout may ignore the previous win/loss record and have the two finalists fight a best two out of three.) However, you and the MiC choose to handle the win/loss issue at the finals, decide before the tournament and announce it to all the fighters.

Round Robins

This type of tournament operates on the principle of having each combatant fight all other combatants an equal number of times. There is no elimination of combatants. The participants continue to fight whether winning or not.

Round robins are ideal for a small number of participants. In a round robin, each fighter will fight one bout with each other fighter. The number of rounds will equal the total number of fighters minus one. For example, ten fighters – one = nine rounds.

In this example, the fighter is given a number to ease bookkeeping. Write out the numbers by pairs. If they have an odd number add a bye fight to make it even. This is their first round. Subsequent rounds are arranged by leaving the left top number in place and rotating the numbers counter- clockwise around it. This procedure is continued in the remaining rounds until all participants have fought each other with no duplication or repetition of pairings. (See example at end)

Keep a list of the fighters so that you know what number belongs to the fighter. Also put that number on the Herald's cards. As each fight ends, circle the winner's number for that round. Total up the number of wins for each fighter to determine the winner.

An example of a round robin with 6 fighters:

1 = Norbert   3 = Gordy   5 = Dirk
2 = Sven   4 = Hugh   6 = Igor

I	II	III	IV	V
1 vs. 6	1 vs. 5	1 vs. 4	1 vs. 3	1 vs. 2
2 vs. 5	6 vs. 4	5 vs. 3	4 vs. 2	3 vs. 6
3 vs. 4	2 vs. 3	6 vs. 2	5 vs. 6	4 vs. 5

To verify that you have set up the round robin correctly, rotate the numbers one last time. This final list should be the same as the first round.

Test
1 vs. 6
2 vs. 5
3 vs. 4

If you have three or more fighters with the same number of wins, then you will want to do another round robin with just those fighters. If there are two fighters with the same number of wins, then you will want them to fight a final round. This can be a best two out of three or a straight one-time fight. The MoL and the Marshal should discuss what method they will use to break a tie before the tournament starts and then inform the fighters when the tournament begins.

Larger Groups

If you have larger numbers of fighters, you can divide them into manageable-sized pools where each pool fights a round robin. For example, fifty fighters would mean 49 rounds. Since it takes about three hours to complete twelve rounds, it would take far too long to run one round robin, so divide the fighters into pools of twelve or less. Then, the top few fighters from each pool advance to the next round whereupon another round robin is fought. This can be repeated until a single round robin exists, or a single winner is achieved.

Swiss 5

This tournament style is a variant on a round robin with six-fighter groups. It is administered identically to a round robin, but the fighters are forced to change weapons styles with each fight. For example, in rapier combat, each fighter has to alternate between single rapier, single rapier and soft-parrying object (e.g., cloak), single rapier and hard parrying object (e.g., scabbard, buckler), rapier and dagger, and rapier and case of rapier. The sizes of each round robin group can be adjusted based on the number of weapon styles to be rotated through.

Bear Pits

A bear pit tournament consists of a lone fighter holding the field until s/he is defeated. The tournament begins with two fighters facing each other in single combat; the remaining fighters form a line waiting to challenge the survivor. The winning fighter remains on the field and faces the next challenger. The losing fighter reports the winner's name to the MoL table. Fighters

receive one point for each victory and the person with the most points at the end of the time period is the winner. Sometimes extra points are awarded for defeating fighters of higher rank. For instance, a Duke might be worth 4 points, a Count 3 points, and so forth. Depending upon the number of fighters and time period allowed, two or more bear pits can be run simultaneously.

Holmgang

A variant of the bear pit is a "Holmgang." The word "holmganga" in Norse literally meant "go to a small island." It referred to a trial of combat used to settle legal disputes or to defend one's honor.A cloak or ox hide was staked onto the ground forming the combat arena. Fighting was confined to this space. Each combatant chose his own weapon. The rules of combat varied by location: sometimes the fighters alternated blows, with the challenged fighter striking first; in other areas, it was a free-for-all. The rules for victory also varied, from first blood striking the cloak, to death. Since this was legal combat, there were no repercussions if an opponent was killed.

In the SCA, a holmgang is fought within a confined space (ex. 10 feet x 10 feet). The fighter wins by either killing their opponent or forcing him outside of the boundary. There must be agreement as to what constitutes going outside the boundary: one foot on the line, one foot over the line, both feet over the line, etc. Scoring is maintained the same way as a regular bear pit. The Marshals must maintain tight control because there is a tendency for fighters to use their shields as leverage and fights can quickly degenerate into shoving matches. Holmgangs are rarely fought in Atlantia, unless the available fighting space is too small for other options.

Bedford (Magic) Points

Named for the man who created it, Duke Michael of Bedford, the Bedford Points Tourney is for fighters who love to fight and MoLs who are not afraid to do a little addition. This style of tournament works well for moderate to large numbers of fighters and ensures that fighters generally fight individuals of their same skill level.

The Bedford Points Tournaments must be run on cards. The number of rounds will be pre-determined by the Marshal and may be changed in mid-tournament depending on circumstances.

Each fighter's name should be placed on individual index cards along with a number so the MoL can track the pairings. Sample cards are shown in Appendix D. The initial pairs are achieved by shuffling the cards and pulling them in pairs. This assures an unbiased initial pairing. Each pair of fighters will fight up to three times. The number and sequence of wins and losses determines the amount of points awarded to each fighter. The total amount of points for each round always equals ten (10). When an individual has lost twice the round is over for that pairing. The scoring is as follows:

One fighter wins the first 2 fights	10 points to the winner; 0 to the loser
A win, a loss, a win	7 points for two kills; 3 for one kill
A win, a loss, a loss	7 points for two kills; 3 for one
kill A win, a double kill	7 points for two kills; 3 for
one kill Double kill, a double kill	5 points/5 points split
A win, a loss, a double kill	5 points/5 points split

Record the points on the card. Next to each round, note the number of their opponent and the number of points awarded. Calculate the total number of points accumulated. Subsequent pairings are made by matching fighters closest in points. Check the opponent numbers on the card and try to avoid repairing the same fighters.

The best way to match up the numbers is to place the cards on the table in a horizontal pattern with lower numbers on the right and becoming sequentially higher as they move left.

Example: 32   28   24   15   10   7
            32   27   21   15   9   3
            30   24   18   13   9   3

In this example the fighters with 3 and 3 would be paired, 7 with 9, 9 with 10, 13 with 15, 15 with 18, 21 with 24, and so on. As the tournament progresses the numbers will begin to separate and it will be more difficult to pair individuals with exact scores; a fighter with 28 points might fight a round with an individual with 32 points.

This can be a long tournament and individuals may drop out or be allowed to enter the list field after the tournament has begun. Make a bye card. The bye card can be slipped out or in as needed. It is always a good idea to slip the bye card in to the sequence after all the cards have come in. Try to make sure it goes into the middle so that fighters on either end aren't as affected. This is especially important if the bye is a non-destructive bye. If their Marshal has arranged for a fighter to fight the bye fights then placement of the bye card isn't as much of an issue.

If you are running a Bedford Points tournament with more than 20 fighters, get some help. It's good to have one person taking down the points as the fighters report them and totaling them up. Then another MoL checks the addition and places them in the sequence.

Have your Marshal tell the fighters to report to the MoL table after the completion of their fights. The fighters should be able to tell you their names and wait for you to locate the cards before reporting the results. Some fighters may give you the point totals, some will just tell they who won which fights. Another option is to get a runner. You don't have time to run cards to the field and hunt down fights that are completed.

You may have to shuffle the fighters in the low end of the sequence a bit. If you have two fighters that are always on the low end of the sequence and are fighting each other over and over, shuffle in the next two lowest fighters. This principle applies for the top of the pile as well. Do not make two fighters fight each other repeatedly when there are individuals close to their scores, even if they don't have the exact same score.

Example: Duke Bob   50   Lord Joe   49
            Duke Fred   50   Lady Jane   48

Duke Bob and Duke Fred fought each other two rounds back. Go ahead and mix up the fight and give the fighters new people to fight.

Various Other Types

Dice Tournaments
In this tournament, a set of dice are rolled to determine weapons forms and limitations for each bout. (This is most easily done for rapier tournaments, as there are only two rapier authorizations - epee and heavy rapier – which then cover all of the listed variations.) Take two pieces of paper and number 1-6 on lines going down each piece. Beside each number on the first page, list the weapons forms. On the second piece of paper, list the limitations. For Example:

Page 1	Page 2
1. Duello	1. Draw cut
2. Dagger and buckler	2. 2 "kills"
3. Dagger and other	3. 3 "kills"
4. Epee and cloak	4. Head shot only
5. Epee and buckler	5. Arm shot only
6. Dagger	6. Fought from knees

Using two dice (easier with dice of different colors) allow each pairing to roll for weapons form and limitations. In this example, rolling a 6 on both dice results in the match being "Daggers only, Fought from the knees." This can be amusing, good practice, and is tremendous fun for the crowd to watch!

Animal Hunts
In a Hunt, some fighters play the role of animals while the other fighters form hunting teams. This is a popular tournament format for woods fighting. Animals will usually have special abilities and restrictions on how they must be killed. For instance, a 'Boar' may only be killed by thrusting blows. A 'Lioness' is invulnerable until her 'Cubs' are killed. A 'Turtle' has an invulnerable 'shell' and can only be killed by a head blow. The MiC will recruit fighters to take the rolls of animals and brief all combatants on the rules before beginning the fighting. When a team defeats an animal, the animal will give them a token. Each animal must have distinct tokens, since different types of animals are worth different points. At the end of the tournament, the teams report to the list table with their 'kill' and turn in all the tokens to be counted.

As an example, a hunt might include the following 'animals'. Point values are determined by how difficult it is to kill the 'animal'.

Bear	10	Stag	10
Boar	15	Turtle	20
Dragon	125	Unicorn	15
Lion	15	Wolf	10

With a little imagination, you can include almost any type of animal.

Hunts run much more smoothly with advance preparation. The 'animals' will have time to make themselves tabards or costumes reflective of their animal persona. The MiC can assemble tokens for the animals at leisure, rather than scrounging around the day of the event. The MoL

will know in advance what the rules and points are for each animal and can speed things along by helping brief the fighters.

Pas d'Armes

The pas d'armes became a prevalent tourney format in the late 14th to mid-15th centuries. One or more "tenans" would announce that they would hold the field against all challengers at a set time and place. The challengers ("venans") would arrive at the site with their entourages, sometimes in costume (Edward III attended a pas d'armes dressed as the Pope with 12 Cardinals).

The tourney could last anywhere from a single day to an entire month. It was an opportunity for the knights to demonstrate both their fighting prowess and generosity to their peers, since fighting ability and courtesy were considered equally important. In addition to providing weapons and armor to the venans, the tenans often provided extremely expensive gifts as a display of hospitality.

In the SCA, events featuring Pas d'Armes will often be heralded months in advance. The organizers of the Pas d'Armes will often recruit fighters to serve as the 'defenders' to hold the field against all other 'challengers'. Fighters and attendees are encouraged to come in appropriate costume to add to the pageantry of the event.

Scoring for this type of tournament depends on the event. In a Pas d'Armes, demonstrations of courtesy and chivalry are as important as prowess in arms. The MoL may be asked to track wins and losses. Often, a panel of ladies will observe the fighting and judge the combatants on their chivalric virtues. Pas d'Armes often has two winners: one for prowess, chosen by score, and one for virtue, chosen by the opinion of the spectators. The MoL should discuss these matters with the event staff. If a panel of judges is required, they should be recruited before the event.

Within the SCA, a number of Companies have been formed to present the pas d'armes as a tournament format. Among them are: the Companies of St. George, St. Michael, St. Mark, the Star, the Peacock, the White Hart, the Coeur de Flamme, the Tenans of the Noble Pursuit, and the Knights of the Lion Rampant. Visit the following website for additional information on running a pas d'armes tourney: http://scatoday.net/node/view/448

Ransom Tournaments

The ransom tournament is an attempt to recreate the melee tournaments of the 11th and 12th centuries. In period, the three principle reasons for attending ransom tournaments were war training for the combatants, to make money by collecting ransoms, or to display one's prowess and distinguish oneself before one's peers.

These factors dictated the mood and tactics for the participants. Melees were hard hitting, aggressive affairs with fighters scrambling to capture prisoners, and frequently scrambling to avoid being taken themselves! The combatants practiced their war maneuvers and took every opportunity to display their skill and courage before their fellows. Everyone was aware they were being observed, measured, and judged by their peers -- for tournament winners were chosen by consensus.

Each fighter is given a starting stake in tokens of some form (coins, beads, etc) which will be maintained by the MoL upon a board of squares or spread out cards large enough to contain the tokens. Fighters are assigned a square or card to contain their stake. This usually requires some good table space depending on the number of fighters. MoLs are also encouraged to maintain some information on the card, or in the square, for each fighter in the list, to track their fortunes throughout the day. Record the initial stake, and then put tick marks in groups of five to track two categories of tokens: those accrued through ransoms, and those received from patrons. Tokens stacked on each individual's space simply represent currently available funds and can be used as the owner wishes.

When a fighter is defeated in the conventional manner, s/he is considered to be subdued. A captured fighter is escorted off the field to the MoL and pays the required ransom from his/her stake maintained by the MoL to the winning fighter's stake. After two minutes, the newly freed fighter may rejoin combat. An opponent must be recovered from the field and taken to the MoL before the ransom can be collected. If their friends or retainers rescue them, they may return to combat without paying the ransom. Injured fighters can yield, but if not removed from the field within two minutes, are considered recovered and may return to combat normally. The following table lists suggested starting stakes and ransom for each fighter based on their rank within the Society:

Rank	Stake	Ransom		Rank	Stake	Ransom
King	60	12		Squire/Man-at-Arms	24	4
Prince	55	11		Unbelted Fighters	21	3
Duke	50	10				
Count/Earl	40	8		Novice	16	2
Knight	30	6				

Ransoms are not cumulative. A loser will only pay one ransom for the highest rank they have attained (a defeated Duke and Knight only pays a Duke's ransom). If a fighter cannot cover the ransom, s/he must acquire more before returning to the field. These might be purchased at a

reasonable rate (such as 5 for $1.00). Patrons may also provide tokens to sponsor a fighter, as sponsoring a fighter was a common period pastime. These might be provided at Troll, or purchased at a slightly reduced rate than what the fighter can purchase himself (such as 8 for $1.00). A generous combatant may pay another's ransom from his/her personal stake, or even act as patron to another fighter. If fighters cannot raise a stake to cover their ransom, they may hire out to anyone willing to pay for them, if they are captured.

Other ways are available to expend tokens as well, such as hiring a retainer or Herald to extol feats of prowess and tell the crowd how wonderful a fighter is (think "A Knight's Tale"). A few lively Heralds can really enhance the atmosphere of this tournament. The idea is to be creative and have fun. The medieval nobility spent money hand over fist to impress their peers. We want to encourage everyone here to do the same.

Fighters may go out as individual combatants, or small teams. Larger teams should be discouraged. However, there should be no limit on how many teams may temporarily combine. Try to encourage temporary alliances, and then no single power block will dominate. If a single group becomes too dominant, the Marshals are encouraged to break up the team to allow for more equitable power sharing on the field. If individual challenges are issued and met, the two combatants should not be interfered with.

An optional rule is to consider face and body thrusts as killing blows. Since the fighters are trying to capture their opponents to hold them for ransom, face and body thrusts are strongly discouraged – dead fighters pay no ransom, but sit out for whatever interval has been established before returning to the field.

The champion of the tournament is chosen by consensus of a judges' panel. Honorable conduct; comportment on the field; selflessness; heroic action; and panache have been criteria used by the judges. The idea of this tournament style is to see who succeeds best at representing the spirit of the day, though the most successful gatherer of ransoms is usually also acknowledged.

William Marshal Tournaments
For MoLs, this is an easier variation of a ransom tourney. Each fighter is given 5 coins at the beginning of the tourney for their ransom, regardless of their Society rank. Fighting can be either to incapacitate, as with a regular ransom tourney, or to the death. With each loss, the losing combatant must give up a coin to the winning fighter. As long as a fighter still has a coin they can continue to compete. When fighters are out of coins they are eliminated from the tourney. The fighter with the most coins at the end of the time period is the winner. Because the number of combatants will dwindle as losing fighters are eliminated, this can result in a highly competitive finish amongst the survivors.

Special Conditions for Tournaments
There are a number of special conditions, which may or may not affect how you as the MoL perform your duties in running the list. It's always a good idea to meet with the MiC before the tournament and find out if there are any special conditions and how they might affect the running of the list, information collected, and the type of record keeping being used.   A short list of some common special conditions, which occur frequently, is offered for information purposes.

a. Wounds Retained

Seen most often in Bear Pit Tournaments this special condition should have little effect on the MoL. In this type of situation a fighter who loses a leg, but goes on to kill his opponent would face the next opponent on his knees. If he loses an arm in that fight but still wins, he meets his next opponent with only one arm. Wounds are retained until death.

b. Resurrections

Generally seen in Melees, this can be used in some theme tournaments as well. Fighters who have died or are wounded may make their way to some sort of resurrection point and are healed. There are generally no limits to the number of times an individual can be resurrected.

c. Limited Blows

This type of restriction allows the fighters only a certain number of blows in which they can defeat their opponent or accomplish their goal. Once again, this type of restriction should have little effect on the MoL, unless a scoring depends on the number of blows utilized. The Marshal should inform you of this prior to beginning the fighting if it has any effect on scorekeeping.

d. Restricted Weapons Forms

These types of tournaments can be a little more time-consuming in the sign in of the list because the MoL must also check to ensure that the individual who is signing in is authorized in the weapons form that will be used in the tournament. A good example is a great sword tournament. Only individuals who have authorized in great weapon (GW) would be eligible to participate.

e. Restricted Target Areas

In this type of tournament individuals can not hit a specified part of the body or a blow to that part of the body does not count. For example, a blow to the head may cause the forfeiture of the fight. Another example is tournaments at the barrier, where fighting is restricted by a barrier fence and leg blows are not allowed. Again, the Marshal should make you aware of this prior to beginning the fighting.

f. Special Immunities to Damage

This condition is seen most commonly in the hunt theme type of tournament. It does not affect how the MoL performs their duties. An example of this type of circumstance would be the fighter who is the turtle in the hunt, and can only die from head blows because his shell protects his body.

g. Movement Restrictions

Tournaments with movement restrictions may make areas "water" so those fighters who step out of marked boundaries "drown". Or they can make the fighting field be very small so as to limit the area where fighters can move. This has little effect on the MoL as well.

Special Fighting Events

Crown Tournaments

Preparation for running a Crown Tournament starts many months in advance of the event. Traditionally, the KMoL runs Crown Tournament, but Kingdom Law does not require this.

Much preparation is required to run Crown Tournament. The Kingdom Seneschal must check that each fighter and their consort are current members of the SCA. The KMoL must verify authorization of all the fighters. The Triton Herald and the Clerk of Precedence must rank the fighters in Order of Precedence, for the March of Precedence preceding the Crown Tournament. The Triton Herald must also verify the device borne by the fighters, since this is announced during the procession. Atlantian Law also has certain requirements on all Crown entrants. If anyone does not meet these requirements, it is up to the Monarchs to decide whether to waive the requirements.

As per Kingdom Law, a letter of intent must be submitted by each entrant and consort. Letters of intent go to the Monarchs. Once they have approved the combatants who will be allowed to compete. They pass the information along to the Kingdom Seneschal. The Seneschal passes the information to the KMoL. Before the day of the event, the MoL prepares a sign-in list with this information, including a place for each fighter and consort to sign. All the combatants and consorts report to the list table, and sign in. There is no reason to show membership or authorization cards as that has already been checked for the combatants and consorts.

By Kingdom Law, Atlantian Crown Tournament is run as a double elimination tournament. Before the event takes place, the MoL should have contacted the Crown to discuss all the details included in the set-up and running of the list. The MoL should have the blank tournament trees drawn on large paper in advance. Take several copies of whatever "perfect" tree is close to the expected number of combatants. In the past, this has most often been a 16 tree but make sure to have at least one 8 and one 32 on hand just in case of last minute entries. Do not create or use the intermediate trees like 13 or 17. Fight the tournament on a perfect tree with challenge-ins or byes. With 17 - 23 fighters, on a 16 tree, there should be challenge-ins. For 12 -15 fighters there should be byes on a 16 tree. However, the Monarchs have the right to determine how to set the Crown List. They may seek advice from Their MoL. This includes how the initial pairings are chosen and placed on the tree, how byes or challenge-ins are handled, and what round the fighters cross from the losers side to the winners' side.

Traditionally the pairings for Crown are seeded by OP order (precedence) in an NCAA tournament - like format. The MoL, the Marshal, and the Crown should also discuss the method by which the final crossing at the end of the tournament will occur. As per Kingdom Law, "once the Crown Tournament list is drawn and set into the list tree, the Crown, Marshal in Charge of Crown Tournament, and MoL in charge shall sign off on the list. Once signed, no changes may be made to it unless all of the above listed signatories agree to and sign off on the changes."

In general, it is best to determine pairings and placements as randomly or objectively as possible in order to avoid any bias in the Crown List, which is why the OP order is used. That way no one can contest the results by claiming any fighter received an unfair advantage. Initial pairings may be determined by seeding by Order of Precedence (see Appendix C), or by the whim of the Crown.

If challenge-ins are necessary, determine the method of choosing who the challengers will be by discussion with the Marshal in Charge and/or Crown, before setting the initial pairings. Challengers are at a disadvantage, since they must fight extra fights in order to win a place on the tree. The challengers select someone from the initial pairings and fight to take their place on the tree. If byes are necessary, discuss with the Crown whether the byes simply will be granted, or whether a fighter not entered in the Crown List will fight the byes to maintain an equal level of fatigue.

The MoLs should not have close association with anyone fighting in the tournament such as being squired or married to a combatant. From the public's point of view, this may prevent rumors or a challenge to the tournament. For instance, if the KMoL will be a Consort in the Crown Lists, the KMoL will generally not run the Crown Tournament as they could be considered biased. The KMoL will discuss the matter with the Monarchs and find an acceptable replacement.

It is best to have three people at the MoL table to run the tournament, one to run the tree and two helpers, who will help sort the winners and losers pairings. Additional MoLs can answer questions when squires or ladies come to inquire who is paired with "X" fighter for the next round.

The Herald's office usually has Runners and Heralds for each list field to carry the cards from the field to the MoL table. The MoL running the tournament writes on the tree, while the helpers pair up the cards as the MoL calls out the names . The MoL running the tourney will collect the cards as they come off the field and mark W (won) or L (lost) and the round number. The Ls go to one helper the Ws to the other helper. Before the cards are sent back out for the next round, the MoLs will confer to make sure all the pairings are correct. The fights should occur in the order they appear on the tree.

After the tournament is complete, ALL MoLs at the table will sign the "official" tournament tree, which will be turned in with the MoL event report. The MoL-in-Charge must file a tournament report as with any other event. The list tree should be included with the report, as the KMoL keeps the Crown Tournament report in the KMoL archives.

Champion Tournaments & Champion Battles
Champions Tournaments are often held to select a fighter to represent their branch. A Barony might hold such tournaments to select a Baronial Rapier and Heavy Champion to represent their Excellencies. The King or Queen may hold similar tournaments to select Kingdom Champions. Tournaments are not required to select champions; they may simply be appointed. If a tournament is held, the nobility choosing their champion will dictate the format and judging.

Champion Battles are held as part of a larger event, such as a war, and are melees. Each side chooses a limited number of fighters to champion their cause. The champions form a melee team and usually fight to the last surviving fighter.

Wars
Wars take tremendous planning and patience. You will need to line up several MoLs to assist. In cases of Pennsic, Estrella, Lillies and Gulf Wars, there can be thousands of participants

from assorted different Kingdoms. For instance, the Squire's Tournament held at Pennsic commonly has 100-150 participants. This tournament runs faster and smoother with an MoL-in-Charge and two or three assisting in the check-in process. In melee situations, the Marshal doing the armor inspection is required to look at the fighter's authorization and membership cards before granting access to the fighting field. Think in terms of not only the number of MoLs that will be needed, but also the physical set-up required to get the fighters on the field quickly and efficiently. This may mean several MoL "stations" in several tents - two or four stations that sign in fighters with up-to-date paperwork, one or two stations for fighters who need to renew their authorizations, or authorize in a new weapons form, and the MoL-in-Charge station for problem resolution. Do not forget to appoint a person in charge of forming the lines and directing fighters to the appropriate stations. This team of MoLs must work closely with the Marshal-in-Charge. The MiC and the MoL-in-Charge need to meet ahead of time and work out the details, from expected number of attendants to physical layout of the MoL area. They then need to line up and inform their staff as to the agreed upon arrangements.

Order of Precedence used in Elimination Tournaments Example

Order of Precedence simply means that the combatants are ranked according to their highest awards (and when they received them), and these rankings are used to set their initial locations on the list tree. Royal Peers are ranked highest, followed by Peers, GOAs, Baronage, AOAs, and finally fighters without Arms. This step is normally done in advance by the Triton Herald when preparing for a Crown Tournament., but you can set up any tourney by the OP rank of the fighters participating that day. Just have the fighters list their title when they sign in at the list table. Use your best judgment in ranking them, but you have some leeway if the order isn't perfect.

A little bit of math is involved in setting up the tree, although the steps are the same regardless of the type of elimination tourney format. For each initial pairing, if you add the fighters' ranks together, they should equal the total number of fighters in that round plus 1.

For this example, we will use a single elimination tree, but it would be the same if the tourney was another elimination format. We'll start with 8 fighters, ranked 1 through 8. Since there are 8 fighters, our 'magic' number is 8 plus 1, or 9. So the sum of each of our initial pairs should equal 9.

1 fights 8 = 9
2 fights 7 = 9
3 fights 6 = 9
4 fights 5 = 9

To double-check the pairings, the highest ranked fighter should be paired against the lowest, the 2nd highest against the 2nd lowest, etc. In our example the initial pairings are correct.

The next step is to make sure the pairings are properly placed on the list tree. The 2 highest ranked fighters should be placed in opposite ends of the tree, so they should theoretically only meet in the finals. To do this, you have to assume that the 4 highest ranked fighters (i.e. 1-4) will win their 1st round bouts. That leaves 4 fighters for the 2nd round, so our magic number would be 5 (4 plus 1). The only way to get these results would be:

1 fights 4 = 5
2 fights 3 = 5

Therefore, when you put (1 fights 8) on the list tree for the 1st round, then (4 fights 5) must be the next pairing, so that 1 and 4 can meet in the 2nd round. Likewise, the bouts in which (2 fights 7) and (3 fights 6) need to be adjacent. The highest ranking fighters should be spread out as much as possible as you lay out the initial pairings on the tree. In this case:

1 vs. 8
4 vs. 5
3 vs. 6
2 vs. 7

These 'magic' numbers are only used to set the initial pairings up. Once the fighting begins they cease to be needed.

The same methodology works with 16 or 32-person trees. With 16 fighters, the magic numbers are 17 and 9 for the 1st and 2nd rounds (see below). For a 32-person tree, the numbers are 33 and 17. Again, spread the top fighters out as much as possible.

	Need 17		Need 9
1 vs. 16 = 17	1 wins	1 vs. 8 = 9	
8vs.9 =17	8wins		
4 vs. 13 = 17	4 wins	4 vs. 5 = 9	
5vs.12=17	5wins		
3 vs. 14 = 17	3 wins	3 vs. 6 = 9	
6vs.11=17	6wins		
2 vs. 15 = 17	2 wins	2 vs. 7 = 9	
7vs.10=17	7wins		

[Note: This is the seeding methodology used in the NCAA Basketball Tournament (a.k.a. "March Madness"). The 64 teams in this single elimination tournament are divided into 4 brackets, with the teams seeded 1-16 within each bracket and the initial pairings are exactly the same as those above.]

Like all standard list trees, if you don't have a perfect number of fighters (8, 16, and 32) you will have to use byes or challenge-ins to get to the perfect number. For example:

1) You only have 7 fighters. Rank Fighter 8 as a bye (Fighter 1, as highest on the OP, should get the 1st round bye).

2) You have 17 fighters. Lay out the list for Fighters 1-16, then have Fighter 17 (lowest on OP) challenge-in.

Appendix C: 16 and 32 Double-elimination Pairings for Crown

Seeding for a 16 man tree should be as follows:

1-16

8-9

****

4-13

5-12

****

3-14

6-11

****

2-15

7-10

Seeding for a 32 man tree should be as follows:

1-32

16-17

8-25

9-24

*****

4-29

13-20

5-28

12-21

****

3-30

14-19

6-27

11-22

****

2-31

15-18

7-26

10-23

Appendix D – Equestrian Games

The MoL is another pair of eyes and ears and serves as a tertiary line judge. The MoL watches the activities and work with the MIC and other marshals to verify successful completion of activities.

It is helpful when the MoL has an understanding of the requirements of each activity to assist the marshals in this capacity. Final call will be made by the MIC and scores for each activity as well as any gait requirements will be called out by the MIC to the MoL to record. Be vocal and communicate with the MIC if there is any question about scores or missed/misheard calls.

Also, there are often more riders than horses and riders share mounts. It is the MoL's responsibility to stagger the horses in the list to allow them appropriate cool down between activities. The MoL must know both horse and rider names and enter riders on forms skipping spaces as needed to allow for space between runs by the same horse. This should be coordinated with the MIC to insure the animals' safety and well-being are taken into consideration when participating in EQ games.

Behead the Enemy: Four simulated heads are set on standards at pre-determined intervals. Riders weave between the standards, striking the heads from the standards with a simulated weapon or baton. Only back-slice swings of mace or sword are allowed. It is not permitted to swing the weapon towards the horse or in such a way that would cause the dislodged target to hit the horse. After passing all four standards, the rider then turns the horse around the last standard and rides straight back to the starting/finish line without weaving or striking any missed targets. Striking the standard does NOT count as a score even if it dislodges the head.
* *This is the game used to determine the rider's level during authorizations.*

Reed Chop drill: Sticks of varying heights are placed in a row or a double row, knocked off by the rider as they pass. This game does not include weaving between the standards. The reed course is set up as a double line of targets resembling "reeds" upon standards 4-6 feet in height (5 feet is the required height for the IKEqC version) set up in an alternating manner. On top of the standards are wooden dowels of decreasing height (10" down to 2") attached with Velcro or magnets and a lanyard. The rider goes in a straight line between the rows, using a sword to knock over the reed tops, swinging to both the right and left. More points are awarded for knocking over the smaller tops. Striking the standard does NOT count as a score even if it dislodges the reed.

Tilting at Rings: Rings of various sizes are suspended from the arm of a standard. The riders attempt to spear the rings on the tip of their lances. This martial game is usually run in a straight line and is made of 3 standards with crossbars for the rings to hang from. The rings range in size from 1" to 6", higher points being given for catching the smaller rings. Rings are dropped on the field near the MoL, who assists the marshal in siting and recovery to reset the course.

Tilting at the Quintain: The quintain is a contest of lance work against a simulated opponent. Though it can be seen in various forms, the most common is a shield attached to a horizontal arm that rotates on an upright post, with a counterweight on the opposite arm. Upon being struck the shield begins to rotate around the upright. Often the score is based on the number of rotations made by the shield around the post. Quarter, half or full revolutions can be recorded depending on the marshal's choice prior to beginning the activity.

Pig Sticking (or tent pegging): Targets are placed on the ground which the rider attempts to spear with a lance or spear and carry object, such as a duct-taped Styrofoam or straw bale "pig," into an upright position on the point of the weapon.

Spear throw (or javelin toss): throwing a spear or javelin through a ring or into a target as the rider goes past. There are several types of games that involve the use of a spear thrown from horseback towards a target, attempting to strike in the location to gain the most points. All participation in this activity requires close marshaling to ensure the safety of participants, other riders, and spectators.

Spear Thrust: Thrust a spear into a bale of hay or straw, not letting go until the spear has entered the bale. The weapon is NOT thrown into the target in this game. It is driven into the target object and released as the rider passes.

The Emprise: Riders deck out in full regalia and present a crested helm for display. They must provide their own Herald to announce them and their challenges. Riders challenge other specific riders to a specific game. Winners go on to challenge other riders until all are eliminated except one.

The Quest: Riders go on a trail ride where obstacles have been set up for them to overcome. The must answer questions to reach the end of the quest where they may have to rescue or retrieve something in order to complete the course. The MoL need NOT be present for this activity. The marshal will return to the MoL and vocally provide the scores to the MoL to record.

Atlantian Speed Challenge Course: The Atlantian Speed Challenge course is a timed course involving Rings, Pig-sticking , Reeds, Saracen Heads and a final event (quintain, javelin toss, spear thrust) that clearly marks the end of the timed run. The rider can elect to have some or all weapons used in this activity handed to them as they encounter the games without point penalty. The MoL must keep the time of each rider's run of the course. The team of marshals on the course vocally call out the START and END of a run to facilitate this.   The activities in the Challenge Course and the scores the MoL must record are as follows:

- Size of rings captured – MoL must translate that to points to record on score sheet
- Number of pigs stuck
- Number and size of reeds MISSED – MoL must subtract value of missing reeds from total for perfect score and record.

- Number of heads taken
- Points earned for final event (number of points for a javelin throw, number of turns on a quintain, etc.)

Also riders can elect to run the course using different gaits. For each gait there is a multiplier. At the Walk, the rider earns raw points. At the trot the rider earns a multiplier of 1.5 x the total points earned. At a cantor or gallop, the rider earns double points.

Mounted Joust: Two riders charge at each other on opposite sides of a barrier, using break-away lances, and try to score points by breaking their lance on the opponent's shield. Riders make three separate runs at their opponent down the tilt rail. Positioned at the end of the tilt rail is a line marshal or judge that scores the rider travelling away from them and vocally call out to the marshal in charge who relays it to the MoL as follows:

- 3 points for the lance breaking on the opponent's shield
- 2 points for breaking the lance on the opponent's body
- 1 point for the lance breaking tip to tip or a point of safety

Scoring is recorded on a modified round robin sheet to be found with the other EQ tourney forms.

Gallery of Helms: Riders are encouraged to deck their helmets with torse, crest, and mantling. The crest should be easily dislodged with minimal force AND must be made of material that will not injure a horse. Gallery of Helms is the Equestrians Arts & Science activity and encourages riders to fashion a crest in accordance with their particular persona. A grading system is provided on the scoring sheet. Scoring is traditionally done by the highest ranking lady of landed status on site (Queen, Princess, Baroness) if available. Otherwise the marshal shall provide the MoL with a judge. The MoL explains the score sheet and keeps them with all other paperwork at the close of the event but is not responsible for filling out any of the paperwork for this activity.

Mounted Archery: Riders, while in a marked lane, engage target(s) on the left side of the horse (right handed) or right side (left handed). There are five firing tables: dismounted, mounted stopped, mounted walk, mounted trot, mounted cantor. Bows and arrows are inspected prior to the start of the course. Riders line up on the correct side of the lane and are run through the course all right handed then all left handed. Riders must have as a minimum three arrows per run. The Marshal ensures the arrows are retrieved prior to each start of the firing table.

Crest Combat: Crest Combat is a Bannerette level activity. This event involves two armored combatants, with crests affixed to their helms riding their horses isolated within a visual 50 x 50 barrier. Because of the close proximity of the horses rubbing and coming in contact ONLY the horses are authorized within this space. Ground crew will remain outside the barrier. Inspection of helms, crests, and padded swords or maces will be conducted prior to the start of the list. Part of the inspection consists of the helmet crest being dislodged with a moderate blow. Riders will engage three times and are compelled to limit their target area to the helm/crest only.

Should a combatant strike an unauthorized area, or opponent's horse, they will be cautioned once and eliminated from this type of tourney upon observance of a second offense. Should a crest be dislodged due to rider error, poorly attached method or combatants own sword the victory will go to the opponent   All questionable areas are the final decision by the Equestrian marshal running the list. A match consists of three passes with a best of three winner and loser. This is run as a double elimination tournament.

Buzkashi: Riders divide into teams and work together to drop a dead goat carcass into a goal marked on the field. The size of the field and goals varies based on space and participation in the activity. The goat is a duct-taped Styrofoam or straw bale simulation like the pigs in the Pig Sticking game. Points are scored for each team when they successfully get the "goat" into the goal. Substitutions of riders/mounts can be made. Fouls are called by the MIC of the activity and the player committing the offense is required to leave the playing field for a designated period of time. The MIC will determine prior to the start if the game will be played in a time limit of to a certain number of points to win.