



The Handbook
For the Office of the
Minister of the Lists
Kingdom of Atlantia

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A.S. XLI

Acknowledgments

In the true tradition of service to our Society, many gentles labored together to create this handbook. Some wrote; others edited; some provided encouragement; others freely contributed material from their own publications. Without all of these nobles, this valuable resource would not have been completed.

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The Kingdom List Office of Atlantia presents this handbook, hoping it will allow ministers of the list to better serve their fighters and their Kingdom.

-Theodora Delamore, Kingdom Minister of the List for Atlantia, A.S. XXXIV (1999)

-Emma of Elandanon, Kingdom Minister of the List for Atlantia, A.S. XXXVIII (2002)

This updated version of the Atlantian MoL Handbook is presented as a continuing effort to help the ministers of the list of Atlantia in their service to both the fighters and their Kingdom.

- Adeliza of Bristol, Kingdom Minister of the Lists, AS XLI (2006)

Disclaimer and Instructions

This handbook covers a wide range of topics. It includes explanations and examples of how to handle authorization card paperwork. It gives advice on how to run a list field and provides information on many popular tournament formats. It also provides clarification to the Kingdom Minister of the Lists policies.

The handbook is divided into two sections. Part I covers the duties of an MoL, list office paperwork, and potential issues you could face. It is meant to be read as a reference, with cross-indexing between topics. Part II covers how to prepare for and run a wide variety of tournaments.

Table of Contents

Part I

I – INTRODUCTION.....	6
A. WHAT IS A MINISTER OF THE LIST?	6
B. NECESSITY OF THE MOL IN THE SCA	6
II - BECOMING AN MOL	6
A. REQUIRED TRAINING	6
1. Mol 101Class	6
2. Internship Program	6
B. WARRANTING	7
C. PROOF OF WARRANT (MOL ROSTER)	7
D. APPOINTMENT	8
1. Appointment as an MoL-At-Large	8
2. Appointment as a Group MoL	8
3. Appointment as a Depouty Kingdom MoL	8
E. APPLYING TO BECOME THE KINGDOM MOL	8
III - DUTIES OF AN MOL	9
A. DUTIES OF AN MOL-IN-CHARGE	9
B. DUTIES OF AN MOL-AT-LARGE	9
C. DUTIES OF A GROUP MOL	9
D. DUTIES OF THE KINGDOM MOL	10
E. DUTIES OF THE DEPUTY KINGDOM MOLS	10
F. DUTIES OF THE MOL AT FIGHTER PRACTICE	10
IV - PUBLICATIONS AND RESOURCES OF THE MOL OFFICE	10
A. GOVERNING DOCUMENTS	10
B. OFFICIAL FORMS	11
C. UPDATES IN THE ACORN	11
D. HAND-OUTS FROM MOL 101 CLASS	11
E. UNEVENT	11
F. QUARTERLY MAILINGS	11
G. OFFICIAL WEBPAGE OF THE KMOL OF ATLANTIA	11
H. OFFICIAL E-GROUP AT YAHOO GROUPS	12
V - PREPARATION FOR A FIGHTING EVENT	12
A. ARRANGING FOR AN MOL AT AN EVENT	12
B. PRE-EVENT COMMUNICATION	12
C. SETTING UP AN MOL TABLE	13
VI - RUNNING A FIGHTING EVENT	14
A. OPENING AND CLOSING THE LIST	14
B. REGULATIONS CONCERNING SIGNING IN	15
C. ACCEPTED PROOF OF MEMBERSHIP/WAIVER-ON-FILE	15
D. LEAVING THE LIST TABLE	16
E. WEAPONS FORMS	16
F. RENEWALS	17
G. NEW AUTHORIZATIONS	17
H. ADD-ON WEAPONS	18
I. MINOR AUTHORIZATIONS	18
J. YOUTH COMBAT	19
1. Permission to Practice	19
2. Youth Combat Authorization	19
K. PROBLEMS ENCOUNTERED DURING SIGNING IN	20
1. No Membership/Waiver-on-file	20
2. Expired Membership/Waiver-on-file	20
3. Expired Authorization	20

4. Expired Temporary Card	21
5. Lost Proof of Authorization	21
6. Out-of-Kingdom Visitor	22
7. Out-of-Kingdom Transfer	22
8. Postcard with no Membership Number	22
9. Fighting without Proof of Membership/Waiver-on-file	23
10. Fighting without Authorization	23
11. Minor Combat/Yellow Authorization Card	23
12. Youth Combat/Green Authorization Card	23
L. EXTENT OF ROYAL PRIVILEGE	23
M. MOL FORMS AND PAPERWORK	24
1. Adult and Minor Waivers	24
2. Fighting Field Sign in Forms	24
3. Authorization Sign in Forms	24
4. Verification of Authorization Forms	25
5. Temporary Cards	25
6. Minor Authorization Forms	26
7. Youth Combat checklist/authorization forms	26
8. Youth Combat Verification of Authorization (YCVOA) Forms	26
9. Youth Combat Temporary Cards	27
10. Equestrian Waivers	27
11. Atlantian Tournament Report	27
12. Fighter Lists	28
13. Minor Medical Authorization (17 & under)	28
VII - PREPARING A TOURNAMENT REPORT	28
A. ATLANTIAN MOL TOURNAMENT REPORT	29
B. TOURNAMENT AND AUTHORIZATION SIGN IN SHEETS	29
C. LIST OF AUTHORIZATIONS/ADD-ON WEAPONS	29
D. VERIFICATION OF AUTHORIZATION FORMS	29
E. TEMPORARY CARDS	29
F. TOURNAMENT DOCUMENTATION	30
G. ADDRESSED AND STAMPED ENVELOPES	30
H. RETURN POSTCARD	30
I. REGULATIONS CONCERNING MONEY COLLECTION, HANDLING, AND SUBMISSION..	30
VIII – DUTIES OF THE MOL WHEN AUTHORIZATIONS ARE ALLOWED AT A FIGHTER PRACTICE	31
PART II	
I - GENERAL ADVICE FOR RUNNING A TOURNAMENT.....	31
A. BEFORE THE TOURNAMENT	31
B. DURING THE TOURNAMENT	32
C. AFTER THE TOURNAMENT	32
II - HISTORY OF THE TOURNAMENT	32
III - RESOURCES FOR TOURNAMENT IDEAS	33
A. MOL OFFICE CLASSES	33
B. OFFICIAL WEBPAGE OF THE KMOL OF ATLANTIA	33
C. ADDITIONAL WEBPAGES	33
D. PUBLISHED MATERIALS	34
IV - TOURNAMENT COMMUNICATION	34
A. WORKING WITH FIGHTERS	34
B. WORKING WITH MARSHALS	35
C. WORKING WITH FIELD HERALDS	35
D. WORKING WITH RUNNERS	35
E. WORKING WITH CHIURGEONS/WATERBEARERS	36

F.	MINORS	36
V -	TOURNAMENT RECORD KEEPING	36
A.	TOURNAMENT TREES	37
B.	TOURNAMENT CHARTS	37
C.	TALLY SHEETS	37
D.	INDEX CARDS	37
E.	ASSIGNING NUMBERS	37
VI -	TYPES OF TOURNAMENTS	38
A.	MELEES	38
1.	Field Battle	38
2.	Grand Melee	38
3.	Warlord	39
4.	Obstacles and Restricted Forms	39
B.	ELIMINATION TOURNAMENTS	40
1.	Single Elimination	40
2.	Double Elimination	40
3.	Triple Elimination	41
4.	Atlantian Speed Tournament	41
5.	Determination of Initial Pairings	41
6.	Byes	42
7.	Challenge-ins	42
8.	Crossovers	42
C.	ROUND ROBINS	43
1.	Larger Groups	44
2.	Swiss 5	44
D.	BEAR PITS	44
1.	Holmgang	45
E.	PAS D'ARMES	45
F.	RANSOM TOURNAMENTS	46
G.	WILLIAM MARSHAL TOURNAMENTS	47
H.	BEDFORD POINTS TOURNAMENTS	48
I.	DICE TOURNAMENT	49
J.	ANIMAL HUNTS	50
VII -	SPECIAL CONDITIONS FOR TOURNAMENTS	50
A.	WOUNDS RETAINED	50
B.	RESURRECTIONS	51
C.	LIMITED BLOWS	51
D.	RESTRICTED WEAPONS FORMS	51
E.	RESTRICTED TARGET AREAS	51
F.	SPECIAL IMMUNITIES TO DAMAGE	51
G.	MOVEMENT RESTRICTIONS	51
VIII -	SPECIAL FIGHTING EVENTS	51
A.	CROWN TOURNAMENT	51
B.	CHAMPION TOURNAMENTS AND CHAMPION BATTLES	53
C.	WARS	53
APPENDIX A –	GLOSSARY	54
APPENDIX B -	POLICIES OF THE KINGDOM MINISTER OF THE LIST	56
APPENDIX C -	BLANK FORMS	62
APPENDIX D -	BLANK TOURNEY TREES	81

Part I

I - Introduction

A. What is a Minister of the List?

The Ministers of the List (MoLs) work in partnership with the Marshals administering the combat activities within Atlantia. The list office is a group responsible for all the paperwork necessary to maintain fighter's authorizations and run combat scenarios at events. Anyone who wants to be involved in SCA combat without actually putting on armor might consider becoming an MoL.

B. Necessity of the MoL in the SCA

Atlantian Ministers of the List have three primary purposes. First and foremost, list officers ensure that all combat participants are in compliance with the waiver requirements set forth in the Society for Creative Anachronism's (SCA) Corpora. Atlantia accomplishes this by requiring all combat participants either to be current members of the SCA with a valid waiver on file with Milpitas or sign a waiver at the list table. Second, MoLs record and administer the combat authorizations conducted by the Marshals. Third, the MoLs organize tournaments, record the results, and ensure that fighting runs smoothly.

II - Becoming an MoL

A. Required Training

Prior to becoming warranted as an MoL in Atlantia, there is a required training program that must be completed.

1. MoL 101 Class

Anyone wishing to become an MoL must first attend the MoL 101 class. This class familiarizes MoLs with current Kingdom Minister of the List (KMoL) policy and covers how to handle the required paperwork. It does not cover how to run a list table or how to run a tournament. There is a series of optional companion classes offered by the KMoL office that covers these topics. 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 group, e-mail address (if available), permission to publish one form of contact information, membership number, and membership expiration date. You must be a current member of the SCA in order to be warranted as an MoL.

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

2. Internship Program

Before they can be warranted, prospective MoLs must intern for a minimum of 2 events with a currently warranted MoL. It is not mandatory that the student MoL 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 trainee can gain experience in running lists. There is a form in the training packet for the mentor to sign. Any comments about the trainee should be submitted by the mentor in their event report. Once the internship is completed, the paperwork is sent to the Training Deputy, who will forward the warrant request to the KMoL for approval.

B. Warranting

Once an MoL has completed the warranting process, they are added to the roster of warranted MoLs. Warrants shall be issued and maintained at the discretion of the KMoL. MoLs are warranted for a period of two years and there is no limitation on the number of times an individual may be re-warranted. Group MoL warrants are automatically renewed unless the officer requests to be removed from the roster, or their warrant is suspended or revoked by the KMoL. MoLs-at-Large must document that they have MoL'd 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. Some reasons that warrants may be suspended are: failure to properly uphold the list officer regulations; inability to contact a list officer; inability to resolve conflicts within the local group; or as deemed necessary by the KMoL.

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. This website is meant to be a resource and convenience, not an intrusion. If anyone is uncomfortable with having any portion of their information available electronically, the KMoL will not release it. However, at least one form of publishable contact information is required. This can simply be an e-mail address or telephone number, but there must be some way for those who need an MoL to contact you. The vast majority of autocrats and marshals use the online database to find an MoL for events, and if there is no way to contact you, then you're not likely to be contributing very much as an MoL.

The KMoL distributes the current MoL roster and authorized fighters' list and recently expired fighters' list on a quarterly basis. MoLs receive a reminder letter to download the newest information and forms from the KMoL website as well. Hard copies of other information are available to those without internet access by contacting their Regional Deputy KMoL, Baronial or group MoL, or the KMoL office directly.

C. Proof of Warrant (MoL Roster)

Once an MoL has completed the warranting process, they are added to the roster of warranted MoLs. The KMoL maintains warrants in a roster format rather than mailing individual warrants.

In accordance with Corpora, the Crowns of Atlantia must sign all officer warrants. Rather than ask Their Majesties to sign over a hundred individual warrants and re-mail them each reign, the KMoL presents a roster to Their Majesties once per reign, and asks Their Majesties to sign each page. This official copy stays in the KMoL files.

Each quarter, the KMoL publishes the roster of all currently warranted MoLs. This roster contains contact information and warrant expiration date. Anyone on the roster is a warranted MoL, and the roster serves as their proof of warrant.

At a minimum of once per reign, the KMoL checks that everyone on the MoL roster is a member. All officers of the SCA must be current members of the SCA and receive The Acorn at their residence. List officers with lapsed memberships will be suspended until they provide the KMoL with new membership information.

D. Appointment

MoLs can fulfill two different roles within the Kingdom of Atlantia, serving as either an MoL-At-Large, or as a Group MoL, and some Senior MoLs serve as Deputy KMoLs as well.

1. Appointment as an MoL-At-Large

All gentles that meet the requirements will automatically be warranted as an MoL-At-Large, unless they request otherwise.

2. Appointment as a Group MoL

After selecting a group MoL candidate, the local Seneschal and another group officer must send a written request to the KMoL asking that their candidate be warranted as the group's local list officer. While these requests are rarely rejected, bear in mind that no office is filled until their Kingdom superior grants a warrant.

3. Appointment as a Deputy Kingdom MoL

All deputies are chosen completely at the discretion of the KMoL and usually fill a specific position. If there are requirements for a position, they are made known by the KMoL when discussing the duties of the position with an applicant. Gentles interested in Deputy KMoL positions should direct inquires to either those currently holding a Deputy KMoL position, or directly to the KMoL.

E. Applying to Become the Kingdom MoL

In Atlantia, the Kingdom Minister of the Lists is a Great Officer of State. It is a position of great responsibility. In Atlantia, all Kingdom Officers serve for an initial two-year term with the option of two single-year renewals. They may serve no more than a total of four years. Anyone interested in applying would be well advised to discuss the requirements of the job with the Kingdom Minister of the Lists, and weigh carefully whether they are willing to do the job. Applicants should then submit a letter of application and a resumé to the Crowns of Atlantia and the current KMoL. The letter should discuss how the candidate will be able to fulfill the requirements of the office and what goals they have for the office. The resumé should, at a minimum, mention all SCA awards and offices, any modern experience germane to the position, and the resources available to facilitate working as KMoL.

Toward the end of their term, the KMoL will publish in The Acorn 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 Crowns.

III - Duties of an MoL

The Atlantian Kingdom Minister of the Lists (KMoL) works with Their Atlantian Majesties and the other Great Officers of State to ensure that the list office meets the requirements of the SCA and the needs of the Kingdom. The KMoL warrants three types of officers: Group MoLs, MoLs-At-Large, and Deputy KMoLs. Any warranted MoL may serve as the MoL-in-Charge of an event.

A. Duties of an MoL-in-Charge

A warranted MoL is required to administer all combat activities at Atlantian events. This means that any event announced in The Acorn requires an MoL. Combat activities include any tournaments, demos, war practices, and training at Universities or collegiums at these events.

To register an event in Atlantia, groups file an event registration form with the Kingdom Chronicler's office. This form requires the name and contact information of a warranted list officer as the MoL-in-Charge. This list officer is responsible for overseeing the running of the list tables at the event. They must ensure that fighters are checking in and completing the appropriate paperwork before participating, ensure the tournaments are organized and ran correctly, and file event reports within fourteen calendar days of the event.

B. Duties of an MoL-At-Large

These officers are not responsible to any particular group. MoLs-at-Large may be those wish to remain active after their official term is complete; those who are currently serve as other officers and wish to be able to assist on the list field; or those who plan to serve as a group MoL in the future. Just as group MoLs, they are only required to file reports whenever they act as the MoL-in-Charge of an event. When an MoL-at-Large acts as the MoL-in-Charge of an event for a group, a courtesy photocopy of the reports page should be provided to the hosting group's MoL, or if the group does not have one, the group's seneschal.

C. Duties of a Group MoL

All independent groups (such as Shires, Baronies, and Strongholds) are required to have a warranted MoL in order to sponsor fighting events. It is recommended that sub-groups (such as Cantons and Colleges) have an MoL, but it is not required. The Baronial MoL will assume responsibility for all Baronial sub-groups that do not have warranted MoLs. Again, this does not mean it is the Baronial MoLs duty to attend every single event within the Barony and run the list table. However, the Baronial MoL should assist as much as possible to help fill the MoL-in-charge position for an event held within their Barony. They must also make certain that event reports are filed with the KMoL in a timely fashion. If the group's report is not filed in a timely fashion, both the MoL-in-Charge and the group MoL may be suspended.

A group MoL may run a tournament outside of their local group as needed. At events, there are often multiple tournaments taking place at the same time and assistance from any and all MoLs is often appreciated. Some group MoLs also monitor the authorization status of the local fighters and prompt them to renew in a timely manner. This is not a required duty, but a nice courtesy.

D. Duties of the Kingdom MoL

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 list office requirements.

The KMoL has numerous responsibilities. The KMoL maintains records of all the authorizations in the Kingdom. This includes writing cards for each individual fighter and compiling a master fighter list. The KMoL issues warrants and maintains a roster of all warranted list officers. They keep files of event reports; authorization and renewal forms; and Temporary Cards required to prove valid authorization for the fighters of the Kingdom. The KMoL maintains the Lists Office's policies, procedures and laws, and ensures compliance with any changes to document requirements regarding fighters. The KMoL enforces the list office rules and works with the Marshallate to investigate and penalize any infractions of the rules of the list. Usually, the Kingdom Minister of the List runs 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.

E. Duties of the Deputy Kingdom MoLs

The KMoL may appoint 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 KMoL may appoint deputies at their discretion as the situation requires.

F. Duties of the MoL at Fighter Practice

The SCA requires that all participants comply with the waiver policy outlined in Corpora before participating in combat activities at an SCA event, where an SCA event means any event announced in any official SCA publication, be it Corporate, Kingdom or local newsletter or website. Also, if the group represents themselves as part of the SCA when securing the site, the SCA waiver and marshal policies must be enforced. The list officers are responsible for ensuring compliance at all events published in The Acorn. The Marshallate is responsible for the waiver requirements for all other official activities, such as group fighter practices. See section VIII for information on the duties of an MoL when authorizations are permitted at fighter practices.

IV - 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.

A. Governing Documents

The duties of the list office are governed by Kingdom Law and Great Officer policies. This handbook provides additional explanation and supplemental material, but it does not supersede KMoL Policy. All MoLs should have a copy of the KMoL policies, along with this handbook. Also, since the MoLs and Marshals work so closely together, it is advantageous for a list officer to be familiar with the Rules of the List and the Kingdom Earl Marshal policies. These Great Officer policies are superseded by Atlantia 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/>

B. Official Forms

The Kingdom list office uses several different forms in the administration of its duties. These forms include: Verification of Authorization (VoA); Temporary Card/Authorization Form; Fighting Field Sign in; Authorization Sign in; Tournament Report; Minor Authorization paperwork; and Youth Combat Authorization paperwork. MoLs must recognize and know the correct uses of various consent-to-participate waivers including: SCA General Waiver; Minor Waiver; Medical Authorization for Minors; and State-specific Equestrian waivers for Virginia, Georgia, North Carolina, South Carolina, and the general SCA Equestrian waiver. The most up-to-date version of all forms can be found on the official web page of the KMoL of Atlantia.

C. Updates in The Acorn

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

D. Hand-outs from MoL 101 Class

Upon attending the MoL 101 class, potential MoLs will receive copies of all of the current forms, as well as an explanation on how to use them effectively. Upon warranting, the new MoLs should obtain a copy of the current KMoL policy and the MoL handbook.

E. 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 expected of all MoLs, but particularly of group MoLs. If any MoL cannot attend, they should designate a proxy to attend and take notes.

F. Quarterly Mailings

The KMoL sends out quarterly mailings to all warranted MoLs. The quarterly mailings include a reminder to obtain an updated list of currently warranted MoLs and the current and expired Fighter Lists, along with any relevant information on new policies or procedures. For those MoLs without internet access, hard copies of the lists can be requested from their local group MoL, Regional Deputy, or KMoL.

G. Official Web Page of the KMoL of Atlantia

The Atlantian list office has also created a website at <http://mol.atlantia.sca.org>. This site allows list office information to be made available to all MoLs electronically. It serves as a convenient reference, and provides Atlantians with another way to find warranted Ministers of the List. This site is updated frequently with the latest fighter lists, MoL roster, and all the forms used by the list office as well. The KMoL policies and handbook are also available on the website. Some of

the KMoL packet and Acorn letters are archived electronically, as well as tournament trees and other resources.

H. Official E-group at Yahoo Groups

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 discussing issues, obtaining answers to MoL'ing questions, receiving advice from fellow MoLs, and getting important notices from the KMoL office as quickly as they are available. Once an MoL has completed the training program and their warrant is issued, 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.

V - Preparation for a Fighting Event

A. Arranging for an MoL at an Event

At any event listed in The Acorn, an MoL-in-Charge is required to administer all combat activities. This includes all demos, universities, collegiums, or tournaments registered with the Kingdom Chronicler's office. The on-line event registration form requires the name and contact information of a warranted MoL. This precaution ensures that the event staff has arranged for a warranted MoL in advance, and avoids unwarranted people attempting to administer the list without the proper training or supplies.

It is one of the duties of the group MoL to make sure that all registered fighting activities in their jurisdiction are administered properly by a warranted MoL. The group MoL is not required to personally MoL every group event. The group MoL, Autocrat, Seneschal or Marshal-in-Charge may arrange for another warranted MoL to serve as MoL-in-Charge. However, the group MoL should always know who the MoL-in-Charge is for their group's events. If a replacement MoL cannot be found, the group MoL may then become the MoL-in-Charge. If the group MoL is not able to attend the event, they should do whatever they can to assist in finding an MoL to run the lists for the group.

If the MoL-in-Charge listed on the event registration form is unable to fulfill the duties, then they are ultimately responsible for finding their replacement. The MoL-in-Charge must also inform the group MoL of the change in event staff. Whenever the MoL-in-Charge changes, the group MoL should inform the KMoL office. If an MoL-in-Charge is unable to attend an event at the last minute, and other warranted MoL is able to fill in for the MoL-in-Charge, then unfortunately no tournaments or authorizations are allowed to take place. This is a fairly rare situation, but can happen in spite of the very best planning.

B. Pre-Event Communication

Communication is the key to success. The MoL-in-Charge should contact both the Marshal-in-Charge (MiC) and the Autocrat prior to the event to discuss fighting format and field setup.

The Marshal-in-Charge can tell you what style of tournament, if any, will be run at the event. The MiC might have a good idea of what they think will be successful, or they might not have thought about it prior to your questioning. Your inquiries will help them better organize for the event. In the case that the Marshal-in-Charge has a tournament idea that you do not

understand, it is better to learn about it beforehand than in a hurry the morning of the event. For some theme or specialty tournaments, set-up on your part might be extensive; you will give yourself more time to consider how best to keep records of the tournament if you ask questions in advance.

The MiC might wish to wait and see how many fighters are attending before determining what type of tournament will be run. In this case, ask what options the MiC is considering, so you will be prepared when the final decision is made. After the majority of the registrations are complete, consult with the MiC to finalize the details of the fighting scenario.

Many Marshals will ask for your opinion, as you are likely to be familiar with standard tournament formats and can suggest one that will be both popular with the fighters and reasonably easy to administer. Ensure that the Marshals give you enough time to set up for the tournament prior to beginning the fighting.

You should also contact the Autocrat concerning list field setup. The MoL table should have a clear and suitable view of the list field, and be within easy access of the list field for reporting purposes. Event Autocrats may provide a table and chairs for the list table; however, making contact in advance will ensure you are not running a tourney in your lap.

Additionally, the MoL-in-Charge should discuss the schedule with the MiC and the Autocrat. The key to having the fighting start on time is to publish a scheduled time for the opening of the list in The Acorn event announcement. The event announcement should also mention any special provisions. For instance, at extremely large events, the schedule may be too packed to permit time for authorizations. Equestrian activities run on a much earlier schedule due to the care and maintenance of the horses, or it could run on a schedule later than all the rest of the fighting.

C. Setting up an MoL Table

If you are planning to MoL for an event of moderate to large size, you will likely recruit other MoLs to help at the list table ahead of time. At large events, it is often easier to appoint one group of MoLs to run the rapier sign in and tournament and another to run the armored sign in and tournament, and to designate different tables for the two activities. If different weapons forms are taking place at different physical locations, then additional MoLs and tables are necessary to cover each physical location being used. You may also have Youth Combat and/or Equestrian activities taking place in yet two additional locations separate from the heavy and rapier fields. Each will need their own set up and tournament tables as well.

If you arrive on site early enough, you can offer suggestions on where to locate the list table or tables and make sure you are set up well before the tournament begins. As the MoLs are usually stationary at their tables for long periods of time, precautions should be taken to ensure that you do not succumb to the elements at the event. For cold weather events, make certain to tell the Marshal-in-Charge well before you get too cold, so you can take a short break to go inside and get warm. For warm weather events, request a day-shade for the table, to prevent you and your fellow MoLs from becoming sunburned and overheated. If a shade is not available, be prepared with sunscreen and plenty of water.

Often, waterbearing containers are stored close to the MoL table. Do not allow them to be placed on the list table. Not only do they obscure your view of the proceedings, but also an overturned or sweating container will ruin paperwork just as easily as a thunderstorm.

Similarly, do not let the event staff serve any sort of luncheon or tea from the MoL area. The congestion will make it extremely difficult to run the tournament.

MoLs will want to have the following equipment with them at the list table:

- Fighting Field Sign-up Forms
- Authorizations Sign in Forms
- MoL Tournament Report Forms
- Verification of Authorization Forms
- Adult and Minor Waivers, and Equestrian Waivers
- Minor Medical Authorization Forms
- Temporary Cards/Authorization Forms
- Authorization Procedures for Minors Packets
- Youth Authorization Paperwork
- Copies of Appropriate Tournament Trees and Charts
- A Copy of the Most Recent Acorn
- Copies of the Most Recent Fighter List and Expired Fighter List
- A Copy of the KMoL Policy. A Copy of Kingdom Law, the Rules of the List and Earl Marshal Policy is also handy.
- Blank Index Cards
- Pens, Paperclips and Scissors
- Paper Weights, Clipboards, Tape, Rocks, or Foam boards with Tacks

Many MoLs combine their paperwork into an "MoL Box" for easy carrying. Make certain to have plenty of copies of the various forms for the event. MoLs might also wish to come prepared with their own chairs, rugs, table, lunch, or drinks in order to pass the event more comfortably. Always remember, you will not spend more than a few minutes away from the list table, for a few hours. Be sure you come prepared to stay there for as long as required.

VI - Running a Fighting Event

A. Opening and Closing the List

Opening the list occurs when the MoL-in-Charge begins signing in all combat participants. When the MoL is no longer accepting fighters, the list is closed. This is usually done fifteen minutes to half an hour before the tournament begins to allow the MoL to set up the tournament pairings.

Coordinate the time for the opening of the list table with the Autocrat and the MiC. If possible, ask the Autocrat to publish the list-opening time in the event announcement. This lets attending fighters know the approximate time that the fighting activities will get started. It also allows individuals who think they will have problems signing in to arrive early and have time to discuss it with you.

If you will be the MoL at an event without a published list-opening time, find out when fighting is scheduled, or when the MiC intends to begin fighting activities. The list should be opened approximately one hour earlier than the beginning time for fighting. Plan to be on site an hour before you need to open the list. This gives you time to change into garb, check-in with troll, and set up your list table.

When you are ready to begin, put out the sign-up sheets for authorizations and the fighting field. If possible, have a Herald announce that the list table is now open. When the MiC and MoL-in-Charge decide that the tournament will not be accepting any additional fighters, have a Herald announce that the list table is closed. You may wish to have a Herald announce a final call for fighters who are present but have not signed in yet approximately five minutes before actually closing the list. If the event is smaller, it may not be necessary to have a formal announcement made, but simply begin the tournament. In this case, discuss with the Marshal how to handle any late-coming fighters who wish to participate after the tournament has begun. At some events, multiple tournaments will be run, allowing earlier fighters to participate in more fighting activities than their late-coming counterparts.

B. Regulations Concerning Signing in

Everyone one who enters the list field must sign in on the Fighting Field Sign-up sheet. This includes all fighters, Marshals, Heralds, runners, Chiurgeons, Waterbearers, non-combatants, etc. Anyone on the list field can be injured during fighting activities. All combat participants must either show proof of current waiver on file with the SCA Corporate Office or must sign a waiver with the MoL. The MoL should inform any participant who attempts to enter the list field without having first checked-in, that they should sign in first. It is wise to have fighters sign up on one list and all other participants sign up on a separate sheet. This allows the MoL to easily tally up the number of participating fighters.

Fighters may attempt to enter the list field without having signed-in at the MoL table, especially if the combat taking place does not require organization by the MoL table, such as a melee. This is a violation of the rules of the list. If this occurs, inform the fighter that they may not enter the list field without signing in first. If the fighter does not comply with your statement, inform the Marshal of the fighter's actions.

Atlantia only allows minors who have completed a successful minor authorization to enter the area of the list field. Minors, those 17 years of age and under, may not enter the list field for any other reason, to include serving as a Waterbearer, Chiurgeon, Herald, runner, or non-combatant participating in tournament activities.

C. Accepted Proof of Membership/Waiver-on-file

In order to participate in SCA combat, all participants must comply with the waiver policies set forth by the SCA's Board of Directors. Atlantia accomplishes this by requiring all fighters to be current members with a valid waiver on file at the SCA Corporate Headquarters or to sign a waiver with the MoL. Acceptable proof of waiver is either a current blue SCA membership card (photocopies are not acceptable), or a Corporate membership list showing both current membership and valid waiver on file.

MoLs may not accept white membership cards (which indicates no waiver on file) or yellow membership cards (which indicates an out of date waiver.) They may not accept fax receipts, Acorn labels, credit card receipts, or a copy of the membership form they sent. None of these are proof of waiver on file at the SCA Corporate headquarters. If there is a doubt as to whether the proof of waiver on file presented is valid, it is better to err in favor of having a waiver signed by the individual.

If the combat participant cannot produce an acceptable proof of waiver, they must sign a waiver at the list table. Even if the combat participant has already signed a site waiver at Troll, they must sign another waiver with the MoL. Even if they signed waivers at their last several events, Corpora requires that a waiver be signed at each event. The MoLs must confirm each participant has a valid waiver, and the Troll cannot let the site waivers out of their possession. Since it is impractical to take site waivers to the List table, combatants must sign another waiver. Ideally, the MoL's waivers can be delivered into the hands of the group seneschal or autocrat while still at the event site, to simply be added to the waivers collected at troll.

MoLs should not be confused about the difference between the corporate membership list and the fighter list. The fighter list is an indication of the expiration date for a fighter's authorization, not their membership. If a fighter can produce proof of membership, but not proof of authorization, then the fighter list can be utilized to prove that they are an authorized fighter.

D. Leaving the List Table

It is always prudent to have someone at the list table from open to close, but at some events, this is not possible. When leaving the table for a short period, ask someone to watch it for you. If you must leave the table for a longer period of time (to attend Court, for example), remove all of your materials from the table and declare that the table is closed for the duration. This will prevent fighters from signing in without the MoL having witnessed their membership and fighter cards. This will also prevent unexpected wind gusts or rainstorms from ruining valuable paperwork.

Once fighting activities have been completed, or if the Marshal is running a tournament such as a melee, which requires no record keeping on your part, you are free to close the list table. You may also keep your table open as long as you wish to remain attentive to it. On occasion, there may be authorizations after the fighting, so that may be something to verify before you close up. Make certain you have contact information for the MiC, for you will need it in order to complete the MoL report. Some of the information contained in your report is needed by the MiC in order to complete their report as well. Be sure to arrange the opportunity for information to be exchanged, either while at the event or afterward.

E. Weapons Forms

"Weapons Forms" refers to the different types of martial activity allowed by the Atlantian Marshallate. To ensure safety, anyone wishing to participate in combat activities must first be authorized by the Marshals. Atlantia authorizes participants in the following weapons forms:

Heavy: includes Weapon and Shield (WS), Double Weapon (DW), Great Weapon (GW), Pole Weapon (PW), Spear (SP), Missile Weapon (Combat Archery, not Target Archery) (MW), and Siege Weapon (SW)

Rapier: includes Epee (EP), Heavy Rapier (HR), and Cut-and-Thrust (CT)

Equestrian: includes Equestrian-Beginner (EOB), Equestrian-Intermediate (EQI), Equestrian-Advanced (EQA), and Equestrian- Bannerette (EQBT)

Other Kingdoms may recognize different weapons forms or use different abbreviations. As the SCA grows, so does the list of weapons forms and our uses of them, so new initials are added or changed as needed.

F. Renewals

If a fighter's authorization card has expired within the last four years from today's date, then they may renew. The fighter should complete a Verification of Authorization form, date it, and sign it with their legal signature. You should complete the MoL portion of the form, checking "renewal." Verify that the weapons forms on the expired fighter card or fighter list match the weapons forms crossed through on the Verification of Authorization form. Collect \$5.00 from the fighter, either in cash, or in the form of a personal check made payable to the group hosting the event (see cash handling procedures).

Complete three Temporary Cards with expiration dates of three months from the day you are writing them, giving one to the fighter as proof of renewal, keeping the other two for the MoLs. Write 'Renewal' across the Marshals' signature lines of the Temporary Card, then sign and print your own name on the MoL line. One of these will remain with the MoL-in-Charge in their records; the other will be forwarded to the KMoL with the tournament report.

If the fighter intends to enter combat that day, they must either prove current paid membership with signed waiver on file at Milpitas or sign a waiver with the MoL.

G. New Authorizations

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

After the fighter has shown proof of waiver or signed a waiver, they should sign in on the Authorization Sign in sheet. Then, the fighter should complete a Verification of Authorization (VoA) form, date it, and sign it with their modern legal signature. The MoL should complete the MoL portion and the bottom portion, checking "New Authorization" and marking the weapons form beside it. Verify that the weapons form to be authorized is circled on the Verification of Authorization form.

The fighter should consult 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 you.

If the authorization was successful, complete three Temporary Cards with expiration dates of three months from the day you are writing them. The fighter should then take the Temporary Cards to the Marshals for their legal, modern signatures and printed names. The Temporary Cards should also contain legal, modern signatures and printed names of the fighter and MoL. One Temporary Card is for the fighter as proof of successful authorization, and the other two are for your records. Of these two, one remains with the MoL-in-Charge and the other is sent to the KMoL with the event report. Collect \$5.00 from the fighter, either in cash, or in the form of a personal check made payable to the group hosting the event.

If the fighter fails the authorization, discretely write 'Failed' across all their paperwork to prevent confusion and on the Authorization Sign in sheet. After the event, discard the Verification of Authorization forms. Failed authorizations are not sent to the KMoL.

H. Add-on Weapons

If a fighter has been authorized in any weapons form within the last four years in the Kingdom of Atlantia, they may add-on a weapons form. The procedure is the same as performing an authorization with the following exceptions. At the bottom of the Verification of Authorization form, check "Add-on weapon" and mark the added-on weapons forms beside it. 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 Verification of Authorization form and Temporary Card.

I. Minor Authorizations

Nothing can get the Society in more legal trouble than having an improperly authorized minor injured in martial activities with legal adults; hence the Society takes great care in authorizing minors for adult combat. Atlantia allows minors ages sixteen (16) and seventeen (17) to authorize and engage in heavy and rapier combat with adults, and minors ages five (5) to seventeen (17) to authorize and engage in equestrian activities, providing they have completed all the procedures outlined by the Atlantian Marshallate. It is important to remember that in all circumstances where those under the legal age of eighteen (18) are required to complete paperwork, the parents/legal guardians (hereafter referred to as "parents"), must sign all documents, as those under legal age of 18 can not provide a signature that is recognized by law.

The authorization procedure for minors is a long process requiring extensive attention from the minor, their parents, the local Marshal, and the Earl Marshal. In order for a minor to be allowed to authorize, they must meet with a marshal and discuss the minor's involvement in SCA martial activities. The minor and parents then complete the appropriate portions of the Minor Authorization Form. The Medical Authorization for Minors (which must be notarized and kept by the persons authorized on the form) must be used if the minor will ever attend either practices or events without the parents accompanying them. For complete details, refer to the Earl Marshal policies that govern minor training and authorizations.

Prior to each fighter practice, minors and their parents should complete (if the minor is not currently a member of the SCA with waiver on file at the SCA Corporate Headquarters) an SCA Minor Waiver. Either this form or other proof of waiver (e.g., blue membership card) must be presented to their local marshal before they are allowed to participate in combat activities. If the minor is going to be practicing or attending events without their parents they must have a Medical Authorization for Minors (notarized) giving the individual with which they will be attending practices/events authority to have them treated in case of a medical emergency. If they are never going to be fighting without their parents present then this form is not necessary. The Minor Authorization Form has portions that must be completed at the first practice attended by the minor and parents; therefore, this form can not be completed in its entirety on the day the minor authorizes.

The Minor Authorization Form should be provided to the MoL with all portions already completed, except for the signatures of the marshals, and if the minor is not a member of the SCA with waiver on file at the SCA Corporate Headquarters, a Minor Waiver should also be signed with the

MoL. The minor should then fill out a VoA and Temporary Cards exactly as an adult would. The Kingdom Earl Marshal or the Earl Marshal's designate must be present to review all forms, before personally conducting the authorization. If the authorization is successful, issue three Temporary Cards for the fighter to collect the legal, modern signatures and printed names of the Marshals. The word "MINOR" should be written boldly on the Temporary Card. The legal, modern signatures of the minor and their parents or legal guardians should also be present on the Temporary Cards. Be certain to keep copies of all the forms from the minor authorization for your files and forward copies to the KMoL. Collect \$5.00 in cash or funds made payable to the hosting group. In order to differentiate between minor fighters and adults, the authorization cards used for minors are yellow.

Do not issue the minor a Temporary Card unless the Earl Marshal or Earl Marshal's designate is present and directs you to do so. Policy requires all the documents must be reviewed by the Kingdom Officers before the minor receives an authorization card. If, at any point, you feel the procedures have not been properly followed, do not allow the minor to attempt an authorization and report the details of the attempted authorization to the KMoL as soon as possible. If the minor fails to authorize, return the Minor Authorization Form to the minor and destroy the VoA and Temporary Cards that were completed.

J. Youth Combat

Youth Combat activities can be held at SCA events and pre-approved official SCA practices. Those individuals that are under the age of seventeen can engage those of equal skill and ability in supervised combat with specially developed weapons. A parent must be present when a youth authorizes to complete all paperwork, and is also required to be present or on-site, depending on the age and division of the Youth Combatant. For complete details, refer to the Earl Marshal policies that govern Youth Combat training and authorizations.

1. Permission to Practice

Participants are required to attend a training class with a parent, at which the program is explained and questions answered. Once they have attended the class, the top portions of the Youth Combat Checklist should be completed in duplicate. One copy is retained by the parent, and the other is sent to the KMoL, along with a properly signed Minors Waiver. These will be kept on file by the KMoL, so it is not necessary for additional waivers to be signed once the permission to practice has been granted. If ever you are unsure or in doubt as to whether a waiver should be signed, have it signed just in case!

Upon receipt of completed documents, the KMoL office issues the youth a Permission to Practice Post Card (usually yellow, but always bearing the issuing list official's name). This post card bears the name of the child, the date the card expires on (no more than three years from the youth's date of birth). Once the postcard is in hand, the youth may participate in all practice activities held for Youth Combat. The youth may not take part in any tournament activities until they have completed a Youth Combat authorization.

2. Youth Combat Authorizations

When the youth is prepared to authorize, they should present the following to the MoL:

1. Parent

2. Permission to Practice Post Card (proof of paperwork on file w/KMoL)
3. Copy of the Youth Combat Checklist retained by parent, now completed and signed.

The parent should complete the Youth Combatant Information portions of the Youth Combat Verification of Authorization (YCVoA) Form and three Youth Temporary Cards for their youth. Upon passing the authorization, ask the marshal what division the youth was authorized in and be sure to have the Temporary Cards signed and printed with the legal names of the marshals. The cost for Youth Combat Authorizations is \$2.00, which should be collected in cash or funds made payable to the hosting group. In order to differentiate between Youth Combatant's authorization cards and all other's, they are issued green cards.

Should a youth fail to authorize, they are returned their Permission to Practice Post Card and Youth Combat Checklist, then any YCVoA and Youth Temporary Cards are discretely destroyed.

The MoL will submit the following items for a successful Youth Combat Authorization to the KMoL: Completed Youth Combat Checklist; Youth Combat Verification of Authorization; Youth Temporary Card; \$2.00. An event report form should be submitted for Youth Combat, separately from the heavy, rapier or equestrian report forms filed for each event.

K. Problems Encountered During Signing in

Listed below are a number of common stumbling blocks encountered during sign in and appropriate ways to handle them. Every situation is different; however, the following general categories should cover the majority of the situations you might encounter.

1. No Membership/Waiver-on-file

If a participant cannot prove that they have a current paid membership with signed waiver on file at the SCA Corporate Headquarters, then they must sign a waiver with the MoL. If they cannot show proof and refuse to sign a waiver, they may not participate in any activities on the list field (waterbearing on the field, heralding, marshaling, etc.), nor can they fight in pick-up battles after the tournament or in another region of the event.

2. Lost or Expired Membership/Waiver-on-file

If a fighter's membership has expired, they must sign a waiver. Proof of an expired waiver/expired membership is not acceptable. In the majority of the United States, liability waivers are only good for about one year. Since waivers must be continually re-signed, an expired membership indicates an out-of-date waiver.

3. Expired Authorization

If a fighter's authorization has expired within the previous four years, then they may show proof of original authorization and complete the renewal process as previously described. Then, the MoL can issue the fighter a Temporary Card with an expiration date of three months, which they can use as proof of authorization until receiving a new fighter card from the KMoL. Additionally, if the fighter intends to enter combat that day, they must either show proof of current membership with signed waiver on file at the SCA Corporate Headquarters or sign a waiver with the MoL.

If the fighter's authorization expired more than four years previous, then the fighter will have to reauthorize. Members of the Chivalry may renew at any time, heedless of time constraints, as long as they can show proof of membership with a signed waiver on file at the SCA Corporate Headquarters.

4. Expired Temporary Card

If a fighter's Temporary Card has expired, that means they never received a permanent authorization card from the KMoL. This may happen for several reasons: the paperwork from the fighter's renewal or authorization was never filed with the Kingdom List office, the Tournament Report was never received, the address on the forms was illegible, the cards were returned by the United States Postal Service, etc. The possibilities are endless.

The fighter should execute another Verification of Authorization form, and either show proof of current membership with signed waiver on file at the SCA Corporate Headquarters or sign a waiver with the MoL, and then they may fight. Exactly how to fill out that Verification of Authorization form 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 renewal form. 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 form. 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. Waived Fee."

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 can not take that from the fighter, as it's their only proof of authorization, and they should keep it.

The MoL should fill out another Verification of Authorization form 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 Verification of Authorization form 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 just like a brand new authorization.

5. Lost Proof of Authorization

Consult 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. The fighter should complete a Verification of Authorization form, and pay \$5.00 to receive a replacement fighter card. Circle "lost card" at the bottom of the Verification of Authorization form. If the fighter appears on the list of Recently Expired Fighters, then they may renew as well. If the fighter does not appear on either list, then have the two Marshals that witnessed the authorization sign another Temporary Card, confirming the authorization, and

check "Confirm Authorization" at the bottom of the Verification of Authorization form. If the two witnessing Marshals are not available, then the fighter should reauthorize.

6. Out-of-Kingdom Visitor

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 visiting fighter from another Kingdom should present their fighter card to sign-up on the list. Verify that the appropriate weapons form is checked and the card appears to be complete and current, but do not be concerned if the weapons forms listed do not appear similar to our Kingdom's weapons forms. Out-of-Kingdom visitors also need to show proof of membership with signed waiver on file at the SCA Corporate Headquarters, but can simply sign a waiver if they can not provide proof. Please list the fighter on the Fighting Field Sign-up Sheet and to the side, indicate "Visitor from Kingdom X." It is advisable that the visiting combatant take a moment to speak with a Marshal to familiarize themselves with any differences between their Kingdom's rules and Atlantian rules.

If the Out-of-Kingdom fighter did not bring their authorization card, they may not fight. If there is an 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.

7. Out-of-Kingdom Transfer

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 process is similar to a regular authorization. The MoL should have the fighter and Marshals complete the usual three Temporary Cards, issuing one to the fighter, a Verification of Authorization form with "Confirm Authorization" checked, and pay the fee. By having the fighter complete this confirmation of authorization process, the fighter will spend some time with the Atlantian Marshals becoming familiar with the particularities of Atlantian rules. Also, because each Kingdom defines authorizations differently, a little translation may be in order to register their authorizations in Atlantian weapons forms terminology. For example, some Kingdoms maintain multiple forms of rapier authorizations, whereas some consider all rapier forms covered by a single authorization.

8. Postcard with no Membership Number

In the event that a participant uses a return postcard from Milpitas as proof of membership and waiver, the membership number might not be listed on the card. Expired membership cards, the fighter list, or the list of expired fighters may be consulted to determine what to list as the fighter's membership number on the Fighting Field Sign-up Sheet. In the event that a membership number cannot be found, or the member has recently applied for membership for the first time, then list "postcard" in the membership number space on the Fighting Field Sign-up Sheet.

9. Fighting without Proof of Membership/Waiver-on-file

If a participant cannot prove that they have a current paid membership with signed waiver on file at the SCA Corporate Headquarters, they must sign a waiver with the MoL. If they choose not to sign the waiver, they may not participate in other non-combatant activities on the list field, nor can they fight in pick-up battles after the tournament or in another region of the event. If you witness a participant on the list field or a fighter fighting at an event without satisfying the waiver requirements, it is an infraction of the rules of the list. Inform the Marshals immediately, have the fighter stop, and note it in your event report.

10. Fighting without Authorization

If a fighter attempts to fight without proof of authorization, inform the Marshals immediately. The fighter must complete an authorization prior to fighting at an event. Failure to do so is an infraction of the rules of the list, and should be noted in your report.

11. Minor Combat/Yellow Authorization Card

Since it is very difficult for a list officer to know when a fighter is under 18, minor fighters are issued a yellow authorization card that will expire on their eighteenth birthday, or within four years, whichever comes first. This card must be renewed upon expiration just as any other. When signing in an authorized minor combatant, the MoL should ask to see their yellow fighter card and their parents or notarized Minor Medical Authorization and responsible adult. In addition, if the minor does not possess a blue membership card or other proof of waiver on file at the SCA Corporate Headquarters, they must have signed a Minor Waiver. The MoL should collect the minor waiver, but not collect the Minor Medical Authorization.

12. Youth Combat/Green Authorization Card

Youth Combat is held separately from all other activities, so it often requires an MoL of its own. A parent must be present during the signing in of youth combatants. Those allowed to practice will present a parent and Permission to Practice Post Card. These youths can participate in practice sessions but may not take part in actual tourney or melee activities. Once authorized, a youth will present their parent and their green authorization card allowing them to participate in the Divisions for which they are authorized. The green Youth Combat Authorization Card will expire on the youth's date of birth, three years after authorizing, or on the youth's eighteenth birthday, whichever comes first. Once the youth can present either their post card or authorization card, it is no longer required that a Minor Waiver be completed with the MoL at each activity. The KMoL retains the youth's waiver on file specifically to relieve this requirement. A tournament report should be filed every time Youth Combat activities occur.

L. Extent of Royal Privilege

The King and Queen are both Marshals of the Kingdom of Atlantia in all disciplines. Therefore, they may elect, as the Crown of Atlantia, to exert royal privilege to allow an unauthorized fighter to fight at an event, or to allow a fighter to use a weapons form in which they are not authorized. In this case, have the King or Queen sign a dated statement, with their legal modern signature, accepting responsibility for the consequences of allowing the unauthorized fighter or weapons form at the event. Make a note of it in your tournament report, and include the original signed statement as an attachment.

M. MoL Forms and Paperwork

The MoL office is responsible for the majority of the paperwork surrounding authorizations, renewals, added-on weapons, sign in at an event, and fighting in a tournament. A detailed synopsis of each of the forms utilized by the MoL office is included below.

1. Adult and Minor Waivers

The Adult Waiver contains the standard waiver text as adopted by the Board of Directors of the SCA, Inc. Any document including the unedited and complete standard adult waiver text and spaces for date and printed and signed legal names of participants can be used by list officials. This includes roster-style waivers with multiple participants per page.

The Minor Waiver contains the standard minor waiver text as adopted by the Board of Directors of the SCA, Inc. Two waiver formats for the Minor Waiver have been accepted for use by the SCA, and they are the standard Minor Waiver (one minor per page), and the Family Minor Waiver (multiple minors per page, as long as the minors have the same signing parent.) Only those forms issued by SCA, Inc., may be used as Minor Waivers.

In the event that the fighter cannot prove membership with waiver on file at the SCA Corporate Headquarters, then the fighter may elect to sign or have signed a waiver. All Adult and Minor Waivers are submitted to the group seneschal of the group holding the tournament, and not included with the Tournament Report.

2. Fighting Field Sign In

The Fighting Field Sign-up form is utilized for collecting basic information about all fighters, Marshals, Waterbearers, runners, Chiurgeons, Heralds, and other non-combatants on the list field. Information to be collected includes:

- Fighter's Society and modern name
- Membership number with expiration date or waiver signed with MoL
- Purpose on the field that day (Fighter, Herald, Marshal, etc.)

The MoL should personally witness the proof of waiver being used for each participant. Make certain that all information entered onto the Fighting Field Sign-up form is legible, and to this end some MoLs will write the information personally. The event name and date should be completed at the top of the form when submitted to the Kingdom MoL.

3. Authorizations Sign in

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

- Fighter's Society and modern name
- Membership number with expiration date or waiver signed with MoL
- Weapons form for authorization or add-on

All fighters on the Authorizations Sign in form should also be listed on the Fighting Field Sign-up

form after they pass their authorization, if they wish to participate in the day's combat. Make certain that all information entered onto the Authorizations Sign in form is legible. The event name and date should be completed at the top of the form before submitted to the Kingdom MoL.

4. Verification of Authorization (VoA)

The Verification of Authorization form is utilized for collecting in-depth information on all fighters wishing to authorize or add-on a weapons form, or to renew their authorization. Information to be collected includes:

- Fighter's Society and modern names
- Contact information
- Current and new weapons forms
- Membership number with expiration date or waiver signed with MoL
- Fighter's dated, legal, modern signature

Make sure this is legible, because their fighter cards will say exactly what the KMoL reads. All complaints regarding misspelled names are directly the result of unreadable handwriting.

Under the fighter's signature line, mark an "X" clearly over any weapons forms the fighter is currently authorized in, and circle any newly authorized weapons forms. Draw a single horizontal line through any other weapons forms. In addition, as MoL, you must provide your Society and legal, modern name, contact information, and your dated legal, modern signature. Below the "MoL Use Only" line, check for which activity the form is being completed, weapons forms if applicable, the amount of money received, and if a Temporary Card was issued for the fighter. The area below the second line is for Kingdom MoL use only. The event name and date should be completed at the top of the form before being submitted to the Kingdom MoL.

5. Temporary Card (Temp Card)

Three Temporary Cards should be completed for each renewal, authorization, or add-on weapon. 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 Kingdom MoL; one card remains with the reporting MoL; and one card is submitted to the KMoL with the event report. Information to be collected includes:

- Fighter's Society and legal names
- Fighter's contact information
- Current and new weapons forms
- Fighter's legal modern signature and printed name
- Marshals' legal signature and printed names
- MoL's legal signature and printed name

Once again, mark an "X" clearly over any weapons forms the fighter is currently authorized in, and circle any newly authorized weapons forms. Draw a single horizontal line through any other weapons forms. If the Temporary Cards are for an authorization or an added-on weapon, then the Marshals witnessing the authorization should also include their legal signatures and printed names on the Temporary Cards. If the Temporary Cards are for a renewal, then the word "Renewal" should be written in the place of marshal signatures. The cards should be marked

renewal or authorization (which includes added-on weapons) at the top, and given a three-month expiration date. This means a temporary authorization card issued in August (8/06) expires in November 11/06).

6. Minor Authorization Form

This form is used in addition to the VoA and Temp Card when a minor age 16 or 17 wishes to authorize to take part in rapier or heavy combat activities with adults, or a minor age 5 to 17 wishes to authorize to take part in equestrian activities with adults. This form collects and tracks detailed information from both the parent and minor during the process of being authorized. Information to be collected *prior* to the date of the minor's authorization includes:

- Fighter's Society and modern names
- Contact information and birth date
- Membership number with expiration date or waiver signed with MoL
- Parents name/initials certifying the minor observed a fighter practice
- Name of marshal with whom minor combatant practiced
- Date the minor read the Rules of the List

When the minor is prepared to authorize, the portions of the form following "TO THE PARENTS" should then be completed by the parent and marshals, in addition to a VoA and Temp Cards.

7. Youth Combat Checklist/Authorization Form

This form collects and tracks detailed information from both the parent and youth during the process of being authorized to participate in Youth Combat activities. Information to be collected *prior* to the date of the youth's authorization includes:

- Fighter's Society and modern names
- Contact information and birth date and age
- Membership number with expiration date or waiver signed with MoL
- Parent/Legal Guardian's modern and Society names
- Name of marshal with whom youth combatant practiced
- Date the youth read the rules of Youth Combat

The submission of this form to an MoL with the top portion completed, along with a Minor Waiver, allows a youth to be granted Permission to Practice at Youth Combat activities. When the youth is prepared to authorize, the portions below "Keep one copy of this form!" should then be completed by the parents, in addition to a YCVoA and Youth Temp Cards. The MoL forwards this form with the other authorizing forms to the KMoL.

8. Youth Combat Verification of Authorization (YCVoA) Form

This form is used to authorize youths under 17 years of age to take part in Youth Combat tournament and melee activities. Information collected includes:

- Youth's Society and modern names
- Family contact information
- Parent's legal signature and printed name
- Current and new fighting division

In addition, as MoL, you must provide your Society and mundane name, contact information, and your dated legal, modern signature. Below the "MoL Use Only" line, check for which activity the form is being completed, which type of fighting the youth is participating in, money received, and if a Temporary Card was issued for the fighter. The area below the second line is for Kingdom MoL use only. The event name and date should be completed at the top of the form before submitted to the Kingdom MoL.

9. Youth Combat Temporary Card

Three Temporary Cards should be completed for each new authorization or new division. One card for the fighter to use as proof of authorization until they receive a new green fighter card from the Kingdom MoL, one card remains with the reporting MoL, and one card is submitted to the KMoL with the event report. Information to be collected includes:

- Youth's Society and legal names
- Parent's legal signature and printed name
- Current and new division form
- Marshals' legal signature and printed names
- MoL's legal signature and printed names

Once again, mark an "X" clearly over the division the youth is currently authorized in, and circle any newly authorized divisions. Marshals witnessing the authorization and the reporting MoL should also include their printed names and legal signatures on the Temporary Cards. If the Temporary Cards are for a renewal, then the word "Renewal" should be written in the place of marshal signatures. The cards should be marked renewal or authorization (which includes added-on divisions) at the top, and given a three-month expiration date. This means a temporary authorization card issued in August (8/06) expires in November (11/06).

10. Equestrian Waivers

It is also the duty of the list officials to ensure that those participating in Equestrian activities are in compliance with SCA, Inc. waiver regulations. The waivers required for equestrians differ from the Adult and Minor Waivers used by all other fighters and differ by State. The KMoL office provides specific Equestrian Waivers for the Commonwealth of Virginia, and the States of Georgia, North Carolina, and South Carolina. A general Society standard Equestrian Waiver is also provided for those States or Districts not requiring specific wording. If an MoL is expecting to have equestrians sign in at a list table, they should be sure to have the appropriate Equestrian Waivers for the State in which the activities will be held.

11. Atlantian MoL Tournament Report

The Atlantian MoL Tournament Report is utilized as a summary of proceedings at the tournament, to be submitted to the Kingdom MoL not more than fourteen (14) days after the event takes place. In addition, one copy of the tournament report form must be submitted to the group seneschal of the group sponsoring the event. Information to be collected includes:

- Event information
- Society and legal names and contact information for the Marshal-in-Charge
- Society and legal names and contact information for the MoL-in-Charge

- Tournament information
- Number of authorizations, to include added-on weapons, renewals, and total number fighters in attendance
- Amount of money collected.

Space is included for the MoL's personal comments, to include assisting and apprenticing MoLs, any infractions of the rules of the list, and notes to the Kingdom MoL, below which the MoL must sign and date with their legal signature.

12. Fighter Lists

Fighter lists are updated periodically as lists of current authorized fighters in the Kingdom of Atlantia. Recently expired fighter lists are also updated periodically as lists of those fighters who have expired within the last four years. Information includes the legal name (sorted by modern last name), Society name, authorization expiration date, and authorizations by weapons form.

13. Minor Medical Authorization (17 & under)

The Minor Medical Authorization is required for any minor participating in combat activities without their parents present. The Minor Medical Authorization must be signed by the minor's parents and notarized, and has an expiration date chosen by the parents. The Minor Medical Authorization lists a number of responsible adults who may attend combat activities with the minor. In the event that a minor wishes to participate in fighting activities without their parent, they must come to the list table with a signed, notarized, and current Minor Medical Authorization, and a responsible adult listed on the form. This form should not be collected by the MoL, instead, it should be kept by the minor or responsible adult and used again at other future events.

This form is **not** a form used only by the list office per se. This is a Society form required any time a minor attends any SCA event/activity without being accompanied by their parent or legal guardian. A minor will be refused entry to an event, and an authorized minor will not be allowed to participate in martial activities, unless this form and a person it authorizes are presented. The specific use of this form is to allow another individual the ability to give consent to medical professionals should the minor require emergency medical treatment. Many parents do not realize that were their child to be injured in any way, medical professionals could only provide life-saving aid, and can not administer any medications or treatments until the parent can be contacted in person. This form simply allows those named in it to be given the ability to give consent to treatment. More than one person can be named on the form, but the form must be notarized. It is shown to those who request to see it, but it is not to be kept by anyone other than the persons named on the form. This form is mentioned in this handbook due to the fact it will be dealt with commonly due to Minor Combatants.

VII - Preparing a 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, events such as universities, demos published in the Acorn and other official Kingdom events that contain fighting require the submission of a tournament report. One tournament report should be submitted for each type of fighting that occurs at the event. Ministers-of-the-List do not currently administer Siege Weapons (SW), Thrown Weapons (TW), Hounds/Coursing (H/C), or Target Archery. If fighting

was announced in the Acorn for a particular type of fighting, and not held at the event, a tournament report still must be filed with the Kingdom MoL. In this case, the report should indicate the reason that the tournament was not held, for example, bad weather or lack of Marshals. It is not required that a report be submitted for authorizations done at practices.

The following sections include the forms and information that should be included as part of the Tournament Report.

A. Atlantian MoL Tournament Report

The first page of a tournament report is the Atlantian MoL Tournament Report, which is utilized as a summary of all event activities related to that type of fighting. Indicate for which type of fighting the tournament report is being completed, heavy, rapier, equestrian, or youth. A separate report should be submitted for each type of fighting. All documents containing original signatures should be submitted to the KMoL, as these must be kept on record.

The KMoL requires that the MoL-in-Charge keep a copy of the completed Atlantian MoL Tournament Report and all associated paperwork submitted to the KMoL. Should the report get lost en route to the KMoL, the report can be reconstructed. In addition, one copy of the tournament report, minus the attachments, should be submitted to the seneschal of the group sponsoring the event.

B. Tournament and Authorization Sign in Forms

The Fighting Field Sign-up and the Authorizations Sign in forms should be submitted with the tournament report. Make certain that the event name and date are completed at the top of the form and that all sign in information is legible on both forms. Attach the copies of the forms to the Tournament Report form.

C. List of Authorizations/Add-on Weapons

A list of all fighters with authorizations or added-on weapons of the fighting type at the event, with their modern name, Society name, and new weapons form, should be included with the Tournament Report.

D. Verification of Authorization Forms

All Verification of Authorization forms completed at the event should be included with the Tournament Report. Make certain that the event name and date are completed at the top of the form and that all information is legible and complete. Make certain to double-check the membership number with expiration date or waiver signed with MoL listed on the form, and check for the fighter's dated, legal, modern signature. Remember to mark whether the Verification of Authorization form is being submitted for an authorization, added-on weapon, or renewal at the bottom, and include the weapons type if applicable, as well as whether a Temporary Card was issued and the amount of money collected.

E. Temporary Cards

Three Temporary Cards are completed for each authorization, added-on weapon, or renewal at the event. One Temporary Card is provided to the fighter to use as proof of renewal,

authorization, or added-on weapon until they receive a new fighter card from the Kingdom MoL. The other two Temporary Cards are for the MoLs. One Temporary Card is for the MoL-in-Charge's permanent records, and one is to be submitted to the KMoL with the Tournament Report. Attach the Temporary Card to the front of the corresponding Verification of Authorization form with a paper clip. Make certain that all information is legible and complete, and that the date of the event is included on the card.

F. Tournament Documentation

Copies of all list trees or charts, which were utilized for record keeping at the tournament for the appropriate fighting type, can be included with the Tournament Report.

G. Addressed and Stamped Envelopes

The KMoL addresses hundreds of envelopes a year in the course of their duties. If the reporting MoL has the time and means to include pre-addressed and/or stamped envelopes for each Verification of Authorization with the Tournament Report, it's far from required, but unbelievably appreciated by the KMoL.

H. Return Postcard

Including a self-addressed, stamped postcard with the Tournament Report is a good idea, though it is not required. The Kingdom MoL will sign it and drop it in the mail to you as soon as they have received the report, so that you may be assured that the report has arrived safely. It is recommended that you include some of the information as to what event the report was for, and then attach the return postcard to the front of the Atlantian MoL Tournament Report form.

I. Regulations Concerning Money Collection, Handling, and Submission

A fighter must pay a \$5.00 fee to receive a new authorization card, be it a renewal, authorization or replacement. A youth must pay \$2.00 for their authorization card in order to participate in Youth Combat tourneys or melees. 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 group hosting the event. All monies collected by MoLs must be submitted to the group exchequer sponsoring the event in exchange for a check from the group's bank account for the same amount made payable to the Kingdom of Atlantia, SCA, Inc. 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. group entity. All funds must be processed through a group'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 group check right then. More often, however, 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 group exchequer/seneschal) and why they are not included.

When funds are collected by MoLs-at-Large or in situations where a specific host group is not identified, the MoL may give the funds to their local group exchequer in exchange for a check from the group'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 group bank account for convenience.

The MoL may not write a personal check for the cash collected. As a not-for-profit organization, Society money cannot pass through an MoL's personal bank account. If an MoL collects cash at an event and writes a personal check for the amount collected, then it is a violation of the SCA's not-for-profit status.

VIII - Duties of the MoL When Authorizations Are Allowed 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). If an MoL is asked to serve as the MoL for authorizations at a fighter practice, they are not required to use the Fighting Field Sign in, Authorization Sign in, or Tournament Report forms. If the authorization is successful, the MoL should have the VoA and temp cards filled out and signed, collect the \$5.00 fee, process it appropriately through their local SCA branch bank account, and submit the paperwork to the KMoL as quickly as possible once the paperwork has been completed. A Tournament Report is not required.

Part II

I - General Advice for Running a Tournament

A. Before the Tournament

- When making copies of the Verification of Authorization form and Tournament Report form, fill out the MoL section before making the copies, leaving the date and signature blank. This will save you from having to repeatedly fill in the same information for every authorization and report you do that weekend.
- Before leaving home for the event, double-check your supplies, to make certain you have everything you need, such as the most up-to-date Verification Of Authorization forms, index cards, fighter lists, sign in forms, list trees, and so on. Verify whether the Autocrat is providing you with a dayshade, table and chairs, or you are supposed to bring your own.
- Clarify with the Autocrat and/or Marshal-in-Charge what time signing in, armor inspection, authorizations, and the tournament are realistically expected to begin.
- Have a Herald announce that the tournament sign in will be closing in ten minutes. This has an amazingly motivational effect on getting fighters to the MoL table to check in!
- Make life easier for the Heralds. Have each fighter fill out their own 3x5 card, printing their name and also spelling it out phonetically.
- You can never have too many pens at the MoL table!

- Find out how the initial pairings for the tournament will be made, whether it is through challenges, a blind draw, assignments made by a member of the nobility, or some other method. You cannot fill out your list tree until you know.
- Make sure you are prepared to remain with the list table for a minimum of three hours. Bring snacks, drinks, etc., with you and be sure you are able to cover up anything overtly modern in appearance (like a cooler).

B. During the Tournament

- Clarify with the Marshal how many lists will be run concurrently. This will allow you to organize your initial pairings.
- Be clear on how the results will be communicated to the list table (runners, Herald's announcement, the fighter reports to the MoL, etc.)
- Be clear who, if anyone, is running the cards back and forth between you and the field. Encourage the Runners to return the cards to you as quickly as possible after each bout. If cards get lost, don't send any more out to the field until they are found.
- Maintain an open line of sight between your table and the field. Spectators tend to stop to watch, not realizing they are blocking your view. Your need to see and hear what is happening is more important than theirs. Politely ask that they find a different vantage point.
- Don't start writing immediately when you see someone hit the ground. The fighter could have fallen (pretty common when you're fighting from your knees), the blow may be ruled flat, there could be a delayed double-kill ruling, the "winner" may feel the blow was not satisfactory and decline the victory, or there could be a need for a ruling from the Marshal. Wait for the winner to be announced.
- For elimination tournaments, write down the outcome of each round on the fighter's index card, to double-check your list tree (i.e. Sir A IW IIL IIL; you know he won his first bout, so he was in the winner's bracket for the 2nd round, lost and dropped to the loser's bracket for the 3rd round, where he lost again and was eliminated. If this doesn't reconcile with your list tree, there is a problem somewhere).
- If there is a problem, White Out is your friend.
- Get the cards for the next round of bouts matched up as soon as possible.
- Friends are nice to see, but they're nicer to see after the tournament. Avoid unnecessary distractions.
- Remember to keep yourself hydrated. If you're sitting outside all afternoon, you need to replenish fluids. Bring a cooler, or get someone to fetch you a drink. Remind the Marshals, Heralds and runners to drink too.

C. After the Tournament

Before putting everything away, double-check to make sure: everything has been signed; all Temporary Cards have been issued; all money has been collected from the fighters; the MiC's contact information is on the tournament reports; the waivers have been delivered to the seneschal or their representative; and a receipt has been written and signed for the money turned over to the exchequer/seneschal. This will save you the trouble of tracking down these people after they have left the event.

II - History of the Tournament

The following is an excerpt from an article written by Count Brion Thornbird ap Rhys, published

on-line on July 11, 1996. For the original article, please see <http://www.chronique.com/>

"Knights had begun their military command during the 8th century as heavy cavalry dominated the battlefield, at least in popular culture. In order to make a heavy charge work, massed knights needed to coordinate their charge, and this required practice. The tournament was tool for such practice. These early encounters were barely less than war-often villages and crops were destroyed, men taken prisoner and even killed. Essentially it was war for fun and profit. The church early on put bans on such tournaments, but they continued apace, popular in France, Spain, the Low Countries, Eastern Europe, and from time to time in England.

"By the 14th century, this dominance had been successfully challenged by footmen and archers. The role of the tournament also changed gradually, becoming less training for war and more of an engine for renown by individual and small groups of knights (known in Germany as tournament societies). More and more regulation was found, and there was more emphasis on individual jousts and contests. The round table, pas d'armes, hastilude and emprise all became popular, different kinds of martial contests. The pas d'armes probably grew out of the popular knightly tradition of single challenge. Early accounts of knights meeting one another head-on in a clash of splintering lance and cleft shields held a powerful place in the iconography of the knightly culture as it rose and changed from the 9th century to the 16th. It was an image that was clung to by the chivalry even as the military reality changed."

Horses were an integral part of the historical knightly combat. For safety reasons, the SCA separates equestrian and combat activities. However, many of our tournament formats are based on these historical tournaments, while other SCA tournament styles are drawn from more modern sporting practices. This gives us a wide range to choose whatever format best suits the spirit of the event, be it a melee mimicking the mock warfare of the early Middle Ages, the pageantry of a late period Pas d'Armes, or a double elimination tournament, similar to modern sporting events.

III - Resources for Tournament Ideas

A. MoL Office Classes

The Kingdom list office offers the MoL 101 class required for warranting. The KMoL office sponsors additional classes covering various types of tournament formats also. At these classes, attendees receive copies of all of the commonly utilized reporting formats, as well as an explanation on how to use them effectively to run a tournament.

B. Official Webpage of the KMoL of Atlantia

The major tree layouts are available on the KMoL website as part of the MoL Handbook. Remember that these represent only a few ways to set up the trees used for running tournaments. The general formats can be altered as needed to something that fits specific needs.

C. Additional Webpages

Ultimate Players Association, Manual of Tournament Formats:
<http://www.cs.rochester.edu/u/ferguson/disc/upa-formats/>

These do not have formats, but offer great explanations of the style and chivalry or tournaments:

King Ren's Tournament Book: A Modern English Translation by Elizabeth Bennett
<http://www.princeton.edu/~ezb/rene/renehome.html>

The Knighthood, Chivalry, and Tournaments Resource Library
<http://www.chronique.com/>

D. Published Materials

There are a surprising number of books out there on the subject of medieval tournaments. Finding resources in print is not difficult. At your local library, try the online catalog with the Library of Congress subject classification: Tournaments. This will generate a huge volume of information, from Tournaments, Medieval to Tournaments--England--History-- Sources. Internet access to the Online Catalog of the Library of Congress is now available, as well as access to most university library collections. If you have a borrowers card, most libraries can order things for you through InterLibrary Loan free of cost, or for a nominal fee. A quick check on WorldCat will tell whether an institution is a "lender" or "non-lender". The Library of Congress, for example, is a "non-lending" institution, meaning that you must travel to the Library of Congress to look at the books in its collections. North Carolina State University, on the other hand, is a "lending" institution, meaning any institution recognized by NCSU may borrow from its collections. Your local librarian can and will be glad to help you with locating the books you want, and the local means of appropriation of materials.

Some of the better sources are:

- Tournaments: Structuring and Planning, by L.L. Bing Miller
- The Medieval Tournament, by Robert Coltman Clephan
- The History of the Tournament, by Francis Henry Cripps-Day
- The Tournament in England, 1100-1400, by Juliet V. Barker
- Tudor and Jacobean Tournaments, by Alan Theyng
- Tournaments: Jousts, Chivalry and Pageants in the Middle Ages, by Richard Barber and Juliet Barker
- Procedures for Structuring and Scheduling Sports Tournaments: Elimination, Consolation, Placement, and Round Robin Design, by Francis M. Rokosz
- "Staging Successful Tournaments: How to Select, Plan, Conduct, and Evaluate All Kinds of Sports Tournaments," by the U.S. Department of Defense

IV - Tournament Communication

A. Working with Fighters

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

The occasional fighter will offer extreme resistance or become belligerent toward the MoL. Do not tolerate this behavior and report it immediately to the Marshal-in-Charge. Also report it to the KMoL on the report form. Repeated rudeness to list officers and Marshals will result in the

fighter's authorization being suspended or revoked, so every instance of inappropriate behavior must be documented properly.

Be certain to oversee all writing by the fighter as it might not be legible to the Kingdom MoL, and could result in the fighter not receiving their authorization card in the mail properly, or having their name misspelled on the card.

Fighters might be sweaty and lean over the list table, making paperwork illegible. Keep a safe distance in this case. In addition, fighters in the thick of battle may be out-of-breath and unable to speak clearly enough for you to understand them. Make them stop long enough to speak coherently if possible, as this will benefit both your records and the fighter's health. Fighters in heavy fighting gear might not be able to hear well, so you may have to speak loudly and clearly in order to be understood.

B. Working with Marshals

If you are able, contact the Marshal before the event to see which type tournament they have in mind. This is very important, as the Marshals may wish to run a tournament that you have never run before. This will give you plenty of time to prepare for the tournament. Most Marshals respect the MoLs. They know the key to a smooth running tournament is through the MoL. They are usually open to suggestions and will often ask advice from the MoL.

Make certain that the Marshals are all aware that they must sign in at the list table with proof of current membership with signed waiver on file at SCA Corporate Headquarters or they can sign a waiver like a fighter. Before the tournament begins, get the Marshal-in-Charge's modern name and address for your Tournament Report. Most Marshals will request that you give them a list of the fighters for their Marshal report. Make certain that the Marshals understand that they should sign all official authorization paperwork with their legal signatures, so that you do not have Temporary Cards signed inappropriately (e.g. with runes).

C. Working with Field Heralds

If the Heralds intend to enter the list field, then they must sign in at the list table with proof of current membership with signed waiver on file at SCA Corporate Headquarters or sign a waiver. Before the tournament begins, let the field Herald know what type tournament style will be run. The cards used for announcing the pairings should always have the fighters' names written out for the Heralds. Send several pairings out to the field with the Herald. Tell the Herald how you want these cards to come back to the list table; they should get these cards back to you as fast as possible after the bouts so that the re-pairing can begin. If possible, it is best to have "runners" to run to and from the list table and the Herald.

D. Working with Runners

It is always good to have runners available to help the MoLs. At larger tournaments, it becomes crucial. As with any participant that wishes to enter the list field, the runners must all sign in at the list table, with proof of current membership and signed waiver on file at SCA Corporate Headquarters, or sign a waiver at the list table. The job of a runner is to take the cards with pairings out to the Heralds or Marshals and bring them back to the list table. If possible, line up the runners ahead of time. It is very hard to find help while you are setting everything else up. You should have one runner at a time per list field. For large tournaments there are as many as

four list fields with fighting going on in each field. You will need at least as many runners as you have fields, but it would be better to line up twice as many runners so they can take shifts, as a tournament can take four hours to complete. Runners get tired and burned out quickly, so having several lined up for shifts is a good thing.

E. Working with Chiurgeons/Waterbearers

Once again, Chiurgeons and Waterbearers must sign in at the list table with proof of membership with signed waiver on file at SCA Corporate Headquarters, if they wish to enter the list field in the performance of their duties. If participants cannot prove current membership with signed waiver on file at SCA Corporate Headquarters, then they may sign a waiver.

Both may attempt to share the list table area with you, as the event may not have tables or shade to spare. 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 your view of the list field. Do not allow waterbearing containers on the list table as sweating, leaking, or spilled water containers can ruin your paperwork.

F. 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. This includes Heralding, Waterbearing, and running cards. They may help only if they do not enter the combat area. For instance, minors are welcome to refill water jugs on the sidelines.

The only exception to this rule is minors who are also authorized fighters. Authorized minor fighters and their parents have completed all the necessary waivers to allow the minor to enter the combat area. If a minor can show a valid Atlantia fighter card and proof of waiver, they may enter the list field.

V - Tournament Record Keeping

At any SCA fighting event there are going to be numerous distractions, and no one could possibly be expected to keep track of what is happening on the field without assistance. Thankfully the list office is equipped with several tools for recording the events of the day. Whichever method an MoL chooses to keep track of the action on the field is solely at the discretion of that MoL. People are not computers and the method that works best for one individual may not be the easiest for another.

All the records from the lists run at any event, whether they are in the form of index cards or a poster board with a tournament tree drawn on it, should be kept for a minimum of one year. You never know when a question about authorizations, winning a tournament, or conduct on the field may come up months after an event. These official documents are the only actual written record of what occurred during the tournament. The report that is sent to the KMoL may not show the day's activities as a whole.

A. Tournament Trees

These lined forms are provided in the initial MoL packet and are an excellent way to stage single or double elimination tournaments. They are fairly self-explanatory and work well up to a moderate number of fighters. Examples are shown in Elimination Tournaments section. Blank single and double elimination trees for an 8-, 16- and 32-persons are included in Appendix D.

B. Tournament Charts

Used for round robins, these charts help keep track of the order of fights, the pairings for each round, and the wins and losses for each fighter. A blank tournament chart for a round robin of up to ten fighters is available Appendix D. Round robins with more than ten fighters can be set up utilizing the method described in the round robin section.

C. Tally Sheets

Used for bear pits and other tournaments that keep a tally of the number of wins for each individual fighter or team. It's best to count each win as a slash, and then add the number of slashes at the tournament's end to determine the winner. If required, note special circumstances, such as a double kill, separately

Example:

John the Newbie:		(DK: 1)
Lady Mary the Fighter:		(DK: 1)
Duke Bob the Dogbitter:		

In this tournament there were 3 fighters and 14 total fights. John the Newbie and Lady Mary double-killed in one bout, so they both received a 'Win' slash and a 'DK' slash.

D. Index Cards

Bedford Points tournaments, triple eliminations, and round robins are examples of tournaments that work well on index cards. Most tournaments can be run on cards, especially if the number of fighters involved is very large. Cards have some logistical advantages, including being easy to shuffle and make pairings, they sort easily, and you can let each fighter look at their card without giving them access to another fighter's information. Index cards make it relatively easy to keep track of which fighter has fought which other fighter, because you can have the names or numbers (see section E) written on the fighter's cards.

E. Assigning numbers

Assigning numbers is really a sub-category of index cards or tally sheets, as one must use number assignments in conjunction with one of those methods. For large tournaments, it is impossible to take the time between each round to write each pairing on the cards. Adding a number to the card along with the fighter's name can solve this so they can reference it when reporting results.

For example, Lord Frank is assigned #14. When Lord Frank fights Duke Bob (#27), instead of taking the time to write out their individual names, you mark their cards with their opponents'

numbers. This allows you to quickly assess whether two individuals have fought before and they need to be re-assigned a new opponent. This also ensures that the fighters can go back and see whom they fought in each round and whether they won or lost against a specific opponent.

If you are using numbers, take time before the tournament to tell each fighter their number. Then, when Lord Frank reports to the list table after losing to Duke Bob, he can say '#27 defeats #14'. This makes the scoring quicker and more accurate.

VI - Types of Tournaments

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 group.

A. 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.

1. 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. 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 a 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.

2. 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, the fighters can 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.

3. Warlord

Warlord is another hybrid form of tournament. The first round is set up like a normal elimination tournament. The winner of each fight in the first round becomes the warlord for a two-man team of himself and the fighter he defeated. They will then fight another two-man team; the winner 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

4. Obstacles and Restricted Forms

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

a. 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.

b. Woods Battle

i. 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.

ii. 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.

c. 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.

d. 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.

e. 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.

f. 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.

B. 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.

1. 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.

2. 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, we want to reduce the possibility that a fighter will have to fight the same person several times. 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.

3. 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 from cards; do not try a tournament tree. This format begs for at least two list fields, and the process of pairing requires that one 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.

4. 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.

5. Determination of Initial Pairings

Pairings for a tournament can be done in any number of ways. It is 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.

Another simple method is to take each name from the sign in sheet, and pairing them top to bottom:

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

Another alternative is to make cards, each with a fighters name on it, and having an impartial person draw each pairing like cards from a deck.

One more good method is to number 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.

6. Byes

Byes are placed in a tournament to even out the number of opponents. A bye can be fought (with no effect, other than to tire the fighter with the bye) or not fought, at the discretion of the MiC. 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.

7. 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 in 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 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 in 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.

8. 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 the opposite), and then carrying them straight back over to the winners' side when 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, whomever loses 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.

C. 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 dropping out or elimination of entries. 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. 4	1 vs. 5	1 vs. 6	1 vs. 3	1 vs. 2
2 vs. 5	4 vs. 6	5 vs. 3	6 vs. 2	3 vs. 4
3 vs. 6	2 vs. 3	4 vs. 2	5 vs. 4	6 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. 4
2 vs. 5
3 vs. 6

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.

1. 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.

2. 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.

D. Bear Pits

A bear pit tournament consists of a lone fighter holding the field until (s)he are 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.

1. 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.

E. 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 have 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>

F. 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 suggested 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 their 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, they are considered to be subdued. A captured fighter is escorted off the field to the MoL and pays the required ransom from their stake maintained by the MoL to the winning fighter's stake. After two minutes, the newly freed fighter can rejoin combat. An opponent must be recovered from the field and taken to the MoL before their 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
King	60	12
Prince	55	11
Duke	50	10
Count/Earl/Graf	40	8

Knight/Master-at-arms	30	6
Squire/Man-at-Arms	24	4
Unbelted Fighters	21	3
Novice	16	2

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, they 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 for himself (such as 8 for \$1.00). A generous combatant may pay another's ransom from their 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, 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.

G. 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.

H. Bedford Points Tournaments

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 you 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 re-pairing 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 can drop out or may 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's 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.

I. Dice Tournaments

In this tournament, a set of dice are rolled to determine weapons form and limitations for each bout. This is easiest done for rapier tournaments, as there are only two rapier authorizations (epee and heavy rapier). Take two pieces of paper. Number 1-6 on lines going down each piece. Beside each number on the first page, name weapons forms. On the second piece of paper, number limitations. For Example:

Page 1	Page 2
Duello	Draw cut
Dagger and buckler	2 "kills"
Dagger and other	3 "kills"
Epee and cloak	head shot only
Epee and buckler	arm shot only
Dagger	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!

J. 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 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.

VII - Special Conditions for Tournaments

There are a number of special conditions, which may or may not effect 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 effect 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.

VIII - Special Fighting Events

A. Crown Tournament

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.

If the Monarchs require a letter of intent from each entrant and consort, most of this work can be done in advance and things will go much more quickly the day of the tournament. Letters of intent go to the Monarchs, who in turn pass the information along to the Kingdom Seneschal. The Seneschal passes the information to the KMoL, the Triton Principal Herald, and the Clerk of Precedence, who prepares the cards that are used for the procession and which you can use for the tournament. Letters of intent should include the Fighter's modern name and SCA name, their Consort's modern name and SCA name, and membership numbers and membership expiration dates for both fighter and consort. To speed up the sign in process, the MoL should prepare a sign in list with this information, including a place for each fighter and consort to initial. All the combatants and consorts report to the list table, sign in and show their cards. That way the MoL knows who intends to participate. Some fighters will submit a letter of intent, but choose not to compete.

By Kingdom Law, Atlantian Crown Tournament is run as a double elimination tournament. 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 they have at least one 8 and one 32 with you 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 winner's side.

It is best to determine pairings and placements as randomly or objectively as possible in order to avoid any bias in the Crown List. 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, random draw or precedence challenge, where the fighter of lowest precedence chooses an opponent, continuing until all fighters are paired. The pairings placement on the tree is usually randomized, often by having the Queen randomly draw to determine their place on the tree. If challenge-ins are necessary, determine the method of choosing who the challengers will be 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, determine whether the byes will be granted, or whether a fighter not entering the Crown List will fight the byes to maintain an equal level of fatigue. Traditionally, Atlantia crosses the last two fighters from the losers' bracket across to fight the last two in the winners' bracket, but this may be altered by the Monarchs.

It is best to have three people at the MoL table to run the tournament, one to run the tree and two helpers, who sort the winners and losers pairings. 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.

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 assisting MoLs 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. The MoL running the tournament writes on the tree, while the helpers pair up the cards as the MoL calls out the names. The fights should occur in the order they appear on the tree.

The MoL-in-Charge must file a tournament report as with any other event. Be sure to include the list tree with the report, as the KMoL keeps the Crown Tournament report in the KMoL archives.

B. Champion Tournaments and Champion Battles

Champions Tournaments are often held to select a fighter to represent their group. 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.

C. 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.

Appendix A Glossary

Acorn: The official newsletter for the Kingdom of Atlantia.

Chirurgion: Individual warranted to provide 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.

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 List.

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

Runner: Individual appointed to "run" messages between individuals at an event, here 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.

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

Youth Combat: Martial activities held for those age 7 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
POLICIES OF THE KINGDOM MINISTER OF THE LISTS

4. Policies of the Kingdom Minister of the Lists

4.1 Duties of the Kingdom Minister of the Lists

The Kingdom Minister of the List (KMoL) shall maintain a list of all authorized fighters in the Kingdom and a roster of all warranted Ministers of the List (MoL).

4.1.1 The fighter list and MoL roster will be published quarterly in the following months: March, June, September, and December. These records will be made available to all warranted MoLs.

4.1.1.1 The fighter list shall be published as two separate lists. The current list shall contain the names of all fighters in the kingdom with a valid authorization card. The recent expirations' list shall contain the names of all fighters whose cards have expired in the four years preceding publication of the current list.

4.2 Becoming a Minister of the Lists

4.2.1 MoLs shall be warranted for a period of two years. Warrants shall be issued and maintained at the discretion of the KMoL.

4.2.1.1 Group MoL warrants are automatically renewed, unless the list officer requests to be removed from the roster or the KMoL is unable to contact that list officer.

4.2.1.2 At-Large MoL's must request warrant renewal from the KMoL in writing. At-Large MoL's must work a minimum of 1 event in the previous year in order to remain warranted; this requirement may be waived at the KMoL's discretion.

4.2.2 Anyone wishing to become either a group MoL or a MoL At-Large must attend the MoL 101 class and complete the MoL apprenticeship program.

4.2.2.1 After taking the MoL 101 class, the MoL trainees must complete a written test. Then, they must submit the written test and the following roster information to the Deputy KMoL for Training:

4.2.2.1.1 Their desire to take on the office, legal name, SCA name, address, phone number, home group, email (if available), membership number, and membership expiration date. To support the KMoL office's electronic publication efforts, the candidate must also indicate whether they want quarterly packets in print (receive hardcopy packet) or electronic form (download from the Worldwide Web). The trainee must also confirm or deny 'permission to publish' their contact information in print and/or on-line.

4.2.2.2 The Deputy KMoL for Training will contact the MoL trainee and inform them when they have been accepted into the Apprenticeship program.

4.2.2.3 The apprenticeship program consists of the following:

4.2.2.3.1 The Deputy KMoL for Training maintains a list of senior MoLs who are qualified to act as Mentors. Apprentices must assist a Mentor MoL at a minimum of two events.

4.2.2.3.2 Both events must involve a tournament format or list tree so the Apprentice may gain field experience in running tournaments.

4.2.2.3.3 In order to train at an event, the Apprentice MoL must get prior approval of the MoL-in-Charge of the event.

4.2.2.3.4 After each event is complete, the Mentor MoL mentor who worked with the Apprentice at that event will sign off on the Apprentice's paperwork. The Apprentice does not have to work with the same Mentor for both events, although they may.

4.2.2.3.5 After the Apprentice completes two events, they must submit the completed Apprenticeship forms with their Mentors' signatures to the Deputy KMoL for Training, who will review the Apprentice's paperwork, discuss their progress with the Mentoring MoLs, and either recommends warranting or further training.

4.2.2.4 The Deputy KMoL for Training may, at their discretion, waive the Apprenticeship requirements.

4.2.2.5 Apprentices may not serve as a group officer or as a MoL-in-Charge. They may not sign off as MoL on any list office paperwork. A Mentor warranted MoL must supervise all of an Apprentice's activities.

4.2.3 In addition, anyone wishing to become a group MoL must submit missives from the local seneschal and another group officer stating that they are an acceptable candidate to the group.

4.3 Duties of a Minister of the Lists

4.3.1 A warranted MoL is required to administer all combat activities at Atlantian events. For the purposes of this policy only, an Atlantian event is defined as any event announced in The Acorn. Any combat activity, including tournaments, demos, war practices, and training at Universities or Collegiums, held at these events, requires an MoL.

4.3.1.1 Each event shall have an MoL-in-Charge who is responsible for filing a tournament report within 14 calendar days of the event.

4.3.2 The MoL must ensure that each fighter checks in and completes the appropriate paperwork prior to entering the lists.

4.3.3 The MoL shall prepare one report for each tournament held at an event. If you have three tournaments, the KMoL's office should receive three report forms.

4.3.3.1 If a tournament is scheduled but does not occur or is started but not completed, the MoL should send a tournament report stating this fact and the reason, for example bad weather or lack of marshals.

4.3.3.2 All fees collected must be included with the tournament report. If fees are not paid the authorization or renewals will be void. These funds may not be run through personal accounts. MoLs must have a group Exchequer issue a check for the total amount. Checks must be made out to "Kingdom of Atlantia./SCA, Inc." and be included with the tournament report.

4.3.3.3 A copy of the tournament report shall be submitted to the seneschal of the sponsoring group.

4.3.3.4 Each month the KMoL will publish a list in The Acorn of overdue tournament reports. The MoL-in-Charge will have one month from the date of publication to submit the tournament report or contact the KMoL to resolve any problems.

4.3.3.5 If at the end of the first month of publication, the MoL-in-Charge has not resolved the problem with the KMoL, the group MoL will be responsible for locating the missing report. The group MoL will have a second month to submit the missing report.

4.3.3.6 At the end of two months, if the KMoL has not received the communication concerning the missing report, the MoL-in-Charge will be suspended. The group MoL will be suspended, and the group seneschal will be so notified. All authorizations and/or renewals processed at the event may be voided by the KMoL. An announcement will be placed in The Acorn concerning the status of the authorizations/renewals.

4.3.3.6.1 This suspension of the group MoL will be permanent unless all issues can be resolved and a letter is received from the group seneschal requesting that the MoL be retained. The suspension of the MoL-in-Charge will be permanent unless all issues can be resolved with the KMoL.

4.3.3.6.2 Groups whose MoL has been suspended will be barred from holding fighting events until they have a new, warranted group MoL or the KMoL has approved a substitute for a specific tournament.

4.3.4 All independent groups (such as Shires, Baronies, and Strongholds) must have an MoL if they wish to host fighting events. It is recommended that sub-groups (such as Cantons and Colleges) have an MoL, but it is not required. The Baronial MoL will assume responsibility for all Baronial sub-groups who do not have warranted MoLs.

4.3.4.1 The group MoL is not required to run a tournament for local events, however:

4.3.4.1.1 They are required to ensure that a warranted MoL is available to act as the MoL-in-Charge.

4.3.4.1.2 The MoL-in-Charge is responsible for ensuring that the tournament report is filed with the KMoL. If any problems are encountered with getting the report filed, the group MoL is responsible for notifying the KMoL.

4.4 Requirements for Participation in Combat

4.4.1 All gentles who wish to participate in combat activities in any capacity (combatants, waterbearers, heralds, marshals, chirurgeons...) at an event as defined in 4.3.1 must present proof of current waiver on file with Corporate or execute a waiver with the text adopted by the Board of Directors.

4.4.1.1 There are three acceptable forms of proof of current waiver on file with Corporate:

4.4.1.1.1 A current original blue SCA membership card. Photocopies are not acceptable.

4.4.1.1.2 A return post card or other written communication from the Office of the Registry showing receipt of membership renewal form with a valid waiver.

4.4.1.1.3 A Corporate membership list showing a current waiver on file.

4.4.1.2 Waivers signed at the list table are given to the seneschal of the sponsoring group to be submitted to the Atlantian Waiver Secretary pursuant to seneschal policy.

4.4.2 In addition, all fighters must present a valid combat authorization card to the list table when signing in for a tournament. The MoL shall verify the fighter's authorizations with this card and/or the current fighter list. Photocopies of authorizations card are not acceptable.

4.5 Authorization Records

4.5.1 Authorization requirements are issued and administrated by the Kingdom Marshal's office. For an authorization or renewal to be officially recorded the following forms must be completed, signed, and accompanied by the \$5 fee or the authorization/renewal will be void.

4.5.1.1 Verification of Authorization form. One of these forms must be completed any time the MoL processes an authorization, add-on weapons form, transfer of authorizations from another Kingdom, renewal of an expired card, or a lost card.

4.5.1.2 Authorization Form/Temporary Card: Three copies are required. (One card goes to the KMoL with the tournament report, one card remains with the MoL-in-Charge's records, and the third card goes to the fighter to serve as their temporary authorization card.) This Temporary Card will be valid for three months. For example, if the authorization takes place on 1/00, the expiration date will be 4/00.

4.5.1.2.1 For an authorization, the marshals, MoL, and fighter must sign the Temporary Card.

4.5.1.2.2 For an renewal, the MoL and the fighter must sign the Temporary Card.

4.5.2 If a fighter is authorizing in an add-on weapon form, the process is exactly the same as if it were a new authorization and new cards will be issued. MoLs may NOT make any changes to the existing fighter card.

4.6 Renewal of Authorizations and Confirmation of Authorizations

4.6.1 Combat Authorization Cards are valid for four years from date of issue. At the end of that time, a fighter must meet the combat waiver requirements outlined in 4.4.1 and execute a renewal. This may be done at an event list table, through the group MoL, or through a MoL-at-Large.

4.6.1.1 If the fighter is on the list of recently expired fighters and meets the combat waiver requirements outlined in 4.4.1, they may complete a renewal and fight.

4.6.1.2 If the fighter's authorizations do not appear on either the current or recently expired list of fighters, but they meet the combat waiver requirements outlined in 4.4.1, they have two options. They may either complete a Confirmation of Authorization form by having the officiating marshals from their authorization bout sign the form, or they may reauthorize.

4.6.1.3 If the fighter cannot meet the combat waiver requirements outlined in 4.4.1, they may not fight.

4.6.2 If a fighter's card has been expired for more than four years, all of their authorizations become void and they must re-authorize in all weapons forms.

4.7 Out of Kingdom Fighters

4.7.1 If a fighter from another Kingdom is visiting Atlantia, they must show the authorization card from their Kingdom of residence in order to participate in combat activities. The fighter must meet the combat waiver requirements outlined in 4.4.1.

4.7.2 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, they may fight using their previous Kingdom's authorization card. To transfer authorization, the MoL should have the fighter and marshals complete a Confirmation of Authorization, a Verification of Authorization, and pay the fee. Then, the MoL should issue the fighter a Temporary Card.

4.8 Minors

Minors are a special case in combat. Any minor who wishes to authorize must go through the process prescribed by the Kingdom Marshal's office. If a minor wishes to authorize, the MoL must insure that the normal paperwork, as well as the additional forms stipulated by the Kingdom Marshal policies, have been completed before the authorization may be attempted.

4.8.1 Minor combatants will be issued a yellow card, which will expire on their eighteenth birthday. When signing in an authorized minor combatant, the MoL should ask to see their fighter card, and either their parent or guardian or their signed and notarized Minor Medical Authorization and adult authorized by the form to seek medical treatment for the minor. In addition, the MoL should ask to see proof of waiver on file at SCA Corporate Headquarters (blue membership card), or have the minor's parent or guardian sign and submit a Minor's Consent to Participate and Hold Harmless Agreement (Minor Waiver) for the minor combatant.

Appendix C BLANK FORMS

The following blank MoL list office forms are included herein:

Atlantian Tournament Report Form
Combat Waiver
Fighting Field Sign in
Authorization Sign in
Verification of Authorization
Temporary Card/Authorization Form
Minor General Waiver
Minor Medical Authorization Form (17 & under)
Minor Authorization Form
Youth Combat checklist/authorization Form
Youth Combat Verification of Authorization (YCVOA) Form
Youth Combat Temporary Cards
Adult Equestrian Waiver – General (MD/DC)
Adult Equestrian Waiver – Virginia
Adult Equestrian Waiver – Georgia
Adult Equestrian Waiver – North Carolina
Adult Equestrian Waiver – South Carolina

The latest forms are available from the KMoL, or online at <http://mol.atlantia.sca.org/>

Atlantian MoL Tournament Report

A Tournament report must be completed for all combat activities. The report must be received by the KMoL within fourteen days of the event date. Rapier, Heavy, Equestrian, and Youth activities must be reported separately.

Event: _____

Event Date: _____ Host Group: _____

Combat Type (circle one): Heavy Rapier Equestrian Youth

MoL

Legal Name: _____

SCA Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ E-mail: _____

Home Group: _____

MiC

Legal Name: _____

SCA Name: _____

Phone Number: _____ E-mail: _____

Home Group: _____

Style of Tourney: _____

Tourney Winner(s): _____

Number of fighters: _____ Number of authorizations: _____ Number of renewals: _____

Number of combat waivers signed: _____ Date waivers delivered to seneschal: _____

Waivers filed with (name of seneschal or their representative): _____

Total Amount Enclosed (\$): _____

Assisting MOLs: _____

Comments: _____

Done by my hand, this _____ day of _____ (month), _____ (year).

Legal Signature: _____

When completing your report, please remember to: 1. Provide the original copies of all authorizations /renewals documents and list them separately; (Either use the back of this report, or attach a separate roster.) 2. Attach copies of the list tree/forms and a roster of all combatants and 3. Include a check from the hosting group's bank account made payable to "Kingdom of Atlanta/SCA, Inc."

Authorizations/Renewals

For new authorizations or add on weapons, please specify type of authorizations under Weapons Form. For renewal, please write renewal under Weapons Form.

	Legal Name	SCA Name	Weapons Form
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Form Revised: 1/30/06

The Society for Creative Anachronism, Inc.

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

CONSENT TO PARTICIPATE AND RELEASE LIABILITY

I, the undersigned, do hereby state that I wish to participate in activities sponsored by the international organization known as the Society for Creative Anachronism, Inc., a California not-for-profit corporation (hereafter "SCA").

The SCA has rules which govern and may restrict the activities in which I can participate. These rules include, but are not limited to: Corpora, the By-laws, the various kingdom laws and the Rules for combat related activities.

The SCA makes no representations or claims as to the condition or safety of the land, structures or surroundings, whether or not owned, leased, operated or maintained by the SCA.

I understand that all activities are VOLUNTARY and that I do not have to participate unless I choose to do so. I understand that these activities are potentially dangerous or harmful to my person or property, and that by participating I voluntarily accept and assume the risk of injury to myself or damage to my property.

I understand that the SCA does NOT provide any insurance coverage for my person or my property. I acknowledge that I am responsible for my safety and my own health care needs, and for the protection of my property.

In exchange for allowing me to participate in these SCA activities and events, I agree to release from liability, agree to indemnify, and hold harmless the SCA, and any SCA agent, officer, or SCA employee acting within the scope of their duties, for any injury to my person or damage to my property.

This Release shall be binding upon myself, successors in interest, and/or any person(s) suing on my behalf.

I have read the statements in this document. I agree with its terms and have voluntarily signed it. I understand that this document is complete unto itself and that any oral promises or representations made to me concerning this document and/or its terms are not binding upon the SCA, its officers, agents and/or employees.

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

Legal Name (PRINT): _____

Legal Name (SIGN): _____

Date: _____

Fighting Field Sign-up

Event Name: _____

Event Date: _____

	SCA Name (Please Print)	Modern Name (Please Print)	Combat Waiver Verification (Either show membership card <u>or</u> sign a waiver)		Fighter or Marshal
			Membership Number / Exp. Date	OR. Check if Signed Waiver	
1				OR.	
2				OR.	
3				OR.	
4				OR.	
5				OR.	
6				OR.	
7				OR.	
8				OR.	
9				OR.	
10				OR.	
11				OR.	
12				OR.	
13				OR.	
14				OR.	
15				OR.	
16				OR.	
17				OR.	
18				OR.	
19				OR.	
20				OR.	

Authorizations Sign-In

Event Name: _____

Event Date: _____

	SCA Name (Please Print)	Modern Name (Please Print)	Combat Waiver Verification (Either show membership card <u>or</u> sign a waiver)		Fighter or Marshal
			Membership Number / Exp. Date	OR Check if Signed Waiver	
1				OR.	
2				OR.	
3				OR.	
4				OR.	
5				OR.	
6				OR.	
7				OR.	
8				OR.	
9				OR.	
10				OR.	
11				OR.	
12				OR.	
13				OR.	
14				OR.	
15				OR.	
16				OR.	
17				OR.	
18				OR.	
19				OR.	
20				OR.	

Event: _____
Event Date: _____

The Society for Creative Anachronism, Inc.
Kingdom of Atlantia
Verification of Authorization

This form must be filled out in its entirety for you to receive a Combat Authorization Card.
If the form is illegible or incomplete, it will not be processed. If the fees are not included, it will not be processed.
The list office will return the form and you will not receive an authorization card.

COMBATANT

PRINT! Legal Name _____
PRINT! SCA Name _____
PRINT! Street _____
PRINT! City _____ State _____ Zip _____
PRINT! Phone Number _____ E-mail _____
PRINT! Home Group _____
LEGAL SIGNATURE _____ DATE _____

Mark X over current weapons forms, Circle O the new forms:
WS DW GW PW SP MW EP HR CT SL EQB EQI EQA EQBT SW NC

To satisfy the combat waiver requirements, the combatant must either (1) show proof of current waiver on file with Corporate or (2) sign a waiver with the MoL:
(1) Proof of waiver on file with Corporate: Blue Card _____ Post Card _____
Membership Number _____ Membership Expiration Date _____
(2) Signed waiver with the MoL: _____

MoL

PRINT! Legal Name _____
PRINT! SCA Name _____
PRINT! Street _____
PRINT! City _____ State _____ Zip _____
PRINT! Phone Number _____ E-mail _____
PRINT! Home Group _____
LEGAL SIGNATURE _____ DATE _____

*****MoL USE ONLY *****

New Authorization _____ & Weapons Form(s) _____	\$5 Received for Card. _____ Total Received _____ Temp. Card Issued _____
Add-on Weapon (s) _____ & Weapons Form(s) _____	
Confirm Authorization _____ & Weapons Form(s) _____	
Renewal/Lost Card _____	

***** KMoL USE ONLY *****

Date KMoL Card Issued: _____ Card Exp. Date: _____
Date Fighter List Updated: _____

Form Revised: 1/30/2006

Temporary Cards Blanks

Fill out **three** temporary cards for each authorization and/or renewal: Give one copy to the authorizing fighter; Keep one copy for the officiating list officer's files; Submit one copy to the KMoL with the tournament report.
 Authorizations require **legal** signatures of the authorizing marshals, the fighter, and the minister of the lists.
 Renewals require the **legal** signatures of the fighter and the minister of the lists.
 The temporary cards expire three months from date of renewal/authorization.

KMoL ___ FTR ___ AUTH ___ RENEW ___ Exp Date _____ Legal Name: _____ SCA Name: _____ Street: _____ City: _____ State: _____ Zip: _____ WS DW GW PW SP MW SW NC EP HR CT EQB EQI EQA EQBT Legal Signature: _____ Print and Sign Legal Names: Marshal: _____ Marshal: _____ MoL: _____	KMoL ___ FTR ___ AUTH ___ RENEW ___ Exp Date _____ Legal Name: _____ SCA Name: _____ Street: _____ City: _____ State: _____ Zip: _____ WS DW GW PW SP MW SW NC EP HR CT EQB EQI EQA EQBT Legal Signature: _____ Print and Sign Legal Names: Marshal: _____ Marshal: _____ MoL: _____
KMoL ___ FTR ___ AUTH ___ RENEW ___ Exp Date _____ Legal Name: _____ SCA Name: _____ Street: _____ City: _____ State: _____ Zip: _____ WS DW GW PW SP MW SW NC EP HR CT EQB EQI EQA EQBT Legal Signature: _____ Print and Sign Legal Names: Marshal: _____ Marshal: _____ MoL: _____	KMoL ___ FTR ___ AUTH ___ RENEW ___ Exp Date _____ Legal Name: _____ SCA Name: _____ Street: _____ City: _____ State: _____ Zip: _____ WS DW GW PW SP MW SW NC EP HR CT EQB EQI EQA EQBT Legal Signature: _____ Print and Sign Legal Names: Marshal: _____ Marshal: _____ MoL: _____
KMoL ___ FTR ___ AUTH ___ RENEW ___ Exp Date _____ Legal Name: _____ SCA Name: _____ Street: _____ City: _____ State: _____ Zip: _____ WS DW GW PW SP MW SW NC EP HR CT EQB EQI EQA EQBT Legal Signature: _____ Print and Sign Legal Names: Marshal: _____ Marshal: _____ MoL: _____	KMoL ___ FTR ___ AUTH ___ RENEW ___ Exp Date _____ Legal Name: _____ SCA Name: _____ Street: _____ City: _____ State: _____ Zip: _____ WS DW GW PW SP MW SW NC EP HR CT EQB EQI EQA EQBT Legal Signature: _____ Print and Sign Legal Names: Marshal: _____ Marshal: _____ MoL: _____

Form Revised: 1/30/06

The Society for Creative Anachronism, Inc.

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

MINOR'S CONSENT TO PARTICIPATE AND HOLD HARMLESS AGREEMENT

_____ (hereafter referred to as "the minor")
Print Minor's Legal Name

does hereby state that the minor wishes to participate in activities sponsored by the international organization known as the Society for Creative Anachronism, Inc., a California not-for-profit corporation (hereafter "SCA").

The SCA has rules which govern and may restrict the activities in which the minor can participate. These rules include, but are not limited to: Corpora, the By-laws, the various kingdom laws and the Rules for combat related activities.

The SCA makes no representations or claims as to the condition or safety of the land, structures or surroundings, whether or not owned, leased, operated or maintained by the SCA.

The minor's parent(s) or guardian(s) understand that all activities are VOLUNTARY and that the minor does not have to participate. It is understood that these activities are potentially dangerous or harmful to the minor's person or property, and that by participating, the minor's parent(s) or guardian(s) voluntarily accepts and assumes the risk of injury to the minor or damage to the minor's property.

It is understood that the SCA does NOT provide any insurance coverage for the minor's person or property; and minor's parent(s) or guardian(s) acknowledge that they are responsible for the minor's safety and the minor's own health care needs, and for the protection of the minor's property.

In exchange for allowing the minor to participate in these SCA activities and events, the minor by and through the undersigned, agrees to release from liability, agrees to indemnify, and hold harmless the SCA, and any SCA agent, officer, or SCA employee acting within the scope of their duties, for any injury to the minor's person or damage to the minor's property.

This Release shall be binding upon the minor, the parent(s) or guardian(s), any successors in interest, and/or any person(s) suing on the minor's behalf.

The minor's parent(s) or guardian(s) understand that this document is complete unto itself and that any oral promises or representations made to them concerning this document and/or its terms are not binding upon the SCA, its officers, agents and/or employees.

PARENT OR LEGAL GUARDIAN MUST SIGN BELOW:

I, the undersigned, state that I am the parent or legal guardian of the minor whose name appears above. I understand that the above terms and conditions apply to said minor and to myself. I further understand that said minor cannot participate under ANY circumstances in armored martial arts, any combat-related activities, combat-archery, or fencing without parental consent where such participation is allowed by kingdom law. The minor will not be able to participate in any SCA activities without entering into this agreement. This document is binding on myself, the said minor and any person suing on behalf of said minor.

Minor's Name (PRINT): _____

Birthdate of minor: _____ Home State of minor: _____

Legal Name (PRINT): _____
Parent/Guardian

Legal Name (SIGN): _____ Date: _____
Parent/Guardian

The Society for Creative Anachronism, Inc.

Medical Authorization for Minors

I, _____, the parent of or legal guardian of _____, a minor, do hereby authorize any one or more of _____ or _____

_____ as agents for myself in my absence or incapacitation to consent to any x-ray examination and anesthetic, medical or surgical diagnosis or treatment and medical care which is deemed advisable by and is to be rendered under the general or special supervision of any physician or surgeon licensed under the provisions of the Medical Practice Act on the medical staff of any hospital whether or not such diagnosis or treatment is rendered at the office of said physician or at said hospital.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power on the part of the aforesaid agents to give specific consent to any and all such diagnosis, treatment or hospital care which aforementioned physician in the exercise of his or her best judgement may deem advisable.

I hereby authorize any hospital which has provided treatment to the above-named minor to surrender physical custody of such minor to the above-named agents upon the completion of treatment.

These authorizations shall remain effective until _____.

Signature of Parent or Legal Guardian: _____

Date: _____

Please note any specific health plan or insurance information such as membership or policy numbers on the back of this form.

Copies of this form, duly executed, should be in the possession of the named minor; at least one adult named in the document and present at the event; and the parent or guardian executing the Medical Authorization.

The SCA requires minor participants (i.e., those having to have waivers) whose parents or legal guardians are not present at the event to have a valid Medical Authorization form. The SCA recommends use of the Medical Authorization for all minors whose parents or legal guardians are present.

STATE OF _____

COUNTY OF _____

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20_____

_____ (notary seal)

Notary Public

My Commission Expires: _____

**THE SOCIETY FOR CREATIVE ANACHRONISM, INC.
Minor Authorization Form**

PRINT! Legal Name: _____
PRINT! SCA Name: _____
PRINT! Street: _____
PRINT! City: _____ State: _____ Zip: _____
PRINT! Birth date: _____ Is this minor a member?: _____
PRINT! Parent/Legal Guardian's Legal Name: _____

Date of parents observation of practice: _____
Parents' names and initials on date of
observation of practice _____
Name of marshal arranging observation of
practice: _____
Date of reading of the Rules of the List: _____
(Minor should initial above, indicating he/she has read AND understands the rules of the list)

TO THE PARENTS: The parents of any minor who wishes to authorize are encouraged to attend at least one official fighting event before the minor authorizes.

Parents
Name(s): _____
Date of authorization: _____ Weapons Form: _____
Name of Event: _____

Verify Minor Medical Waiver and identity of Guardian <small>(if Parents are not present)</small> Verified <input type="checkbox"/> DO NOT keep Minor Medical Waiver- return it to minor or guardian

Name and Signature of the Marshal-in-Charge of the
event: _____
Name and Signature of the Earl Marshal or designated Deputy Earl Marshal witnessing the
authorization: _____
Name and Signature of the Marshal witnessing the
authorization: _____

Note: This form is in addition to the regular authorization paperwork and should be sent to the Kingdom Minister-of-the-Lists along with the Minors VOA and white copy of the Temp Card.

Youth Combat Checklist / Authorization Form for the Kingdom of Atlantia

Child's Modern Name (please print) _____

Child's SCA Name (please print) _____

Child's Birth Date: _____ Child's Age _____ Membership No./Exp Date: _____

Parent/Guardian SCA Name (please print) _____

Parent/Guardian Modern Name (please print) _____

Address _____

Phone Number/email _____

If you have any questions about the forms contact your local MoL. If you have any questions about the rules, ask your local Youth Marshal or the Deputy Earl Marshal for Youth Combat. As you complete each step please check off the adjacent box and date the line.

Circle one: Youth Armored or Rapier Combat

- | Parent/Guardian must: | Date |
|---|--------------------------------|
| 1. Complete and sign a copy of the SCA General Minors Waiver, if the youth is not a member of the SCA with a waiver on file with corporate (blue card etc.) | <input type="checkbox"/> _____ |
| 2. Attend at least one practice (with child as an observer) | <input type="checkbox"/> _____ |
| a. Name of Marshal _____ | |
| 3. Read all rules and policies for youth combat | <input type="checkbox"/> _____ |
| 4. Send or give one copy of this form and the Waiver to the Kingdom Minister of the List | <input type="checkbox"/> _____ |
| 5. Keep one copy of this form! It must be given to the MOL when your child authorizes | |

Upon successful receipt of forms, the KMoL will return a postcard giving permission to participate. Child/parent must carry the postcard with them at all SCA practices and events where the child participates in Youth Combat.

Child must:

- | | |
|--|--------------------------------|
| 1. Read or have read to them all rules and policies for youth combat | <input type="checkbox"/> _____ |
| 2. Attend at least one practice as an observer | <input type="checkbox"/> _____ |
| 3. Attend required youth combat class | <input type="checkbox"/> _____ |

This form must be renewed each time the child moves into a new division or at least once every three (3) years. All forms or postcard and authorization card (when authorized) **MUST** be presented upon demand by any marshal or MoL.

Authorization: Parent/Guardian signature on date of child's authorization

_____ Date _____

Event: _____
Event Date: _____

The Society for Creative Anachronism, Inc.
Kingdom of Atlantia
Youth Combat Verification of Authorization

This form must be filled out in its entirety for a youth to receive a Youth Combat Authorization Card. If the form is illegible or incomplete, it will not be processed. If the fees are not included, it will not be processed. The list office will return the form and your child will not receive an authorization card.

YOUTH COMBATANT INFORMATION

PRINT! Youth Legal Name _____
PRINT! Youth SCA Name _____
PRINT! Street _____
PRINT! City _____ State _____ Zip _____
PRINT! Phone Number _____ E-mail _____
PRINT! Home Group _____ DATE _____
PRINT! Parent Name _____

PARENT LEGAL SIGNATURE _____

YOUTH'S DIVISION WILL BE INDICATED BY THE MARSHAL IN CHARGE OF THE AUTHORIZATION

CIRCLE ONE

Division:

1

2

3

To complete the authorization paperwork, the youth and their parents must produce the following documents at the time of authorization

PERMISSION TO PRACTICE POST CARD

YOUTH COMBAT CHECKLIST/AUTHORIZATION FORM

Verified: _____

Received: _____

MoL INFORMATION

PRINT! Legal Name _____
PRINT! SCA Name _____
PRINT! Street _____
PRINT! City _____ State _____ Zip _____
PRINT! Phone Number _____ E-mail _____
PRINT! Home Group _____
LEGAL SIGNATURE _____ DATE _____

*****MoL USE ONLY *****

CHECK ONLY ONE BOX

New Authorization

Change Divisions

Renewal/Lost Card

Heavy

Rapier

\$2 Received for Card

Temp Card Issued

*****KMoL USE ONLY *****

Date KMoL Card Issued: _____ Card Exp. Date: _____ Date Fighter List Updated: _____

Form Revised: 02/28/06

YOUTH Temporary Cards Blanks

- Fill out three temporary cards for each authorization and/or renewal: Give one copy to the authorizing fighter; Keep one copy for the officiating list officer's files; Submit one copy to the KMoL with the tournament report.
- Authorizations require legal signatures of the authorizing marshals, the fighter, and the minister of the lists.
- Renewals require the legal signatures of the fighter and the minister of the lists.
- The temporary cards expires three months from date of renewal/authorization.

KMoL ___ YTH ___ | AUTH___ RENEW___ | Exp Date _____
Legal Name: _____
Sca Name: _____
Parent Name: _____
Division: (circle one) 1 2 3
Parent Legal Signature: _____
Print and Sign Legal Names:
Marshal: _____
Marshal: _____
MoL: _____

KMoL ___ YTH ___ | AUTH___ RENEW___ | Exp Date _____
Legal Name: _____
Sca Name: _____
Parent Name: _____
Division: (circle one) 1 2 3
Parent Legal Signature: _____
Print and Sign Legal Names:
Marshal: _____
Marshal: _____
MoL: _____

KMoL ___ YTH ___ | AUTH___ RENEW___ | Exp Date _____
Legal Name: _____
Sca Name: _____
Parent Name: _____
Division: (circle one) 1 2 3
Parent Legal Signature: _____
Print and Sign Legal Names:
Marshal: _____
Marshal: _____
MoL: _____

KMoL ___ YTH ___ | AUTH___ RENEW___ | Exp Date _____
Legal Name: _____
Sca Name: _____
Parent Name: _____
Division: (circle one) 1 2 3
Parent Legal Signature: _____
Print and Sign Legal Names:
Marshal: _____
Marshal: _____
MoL: _____

KMoL ___ YTH ___ | AUTH___ RENEW___ | Exp Date _____
Legal Name: _____
Sca Name: _____
Parent Name: _____
Division: (circle one) 1 2 3
Parent Legal Signature: _____
Print and Sign Legal Names:
Marshal: _____
Marshal: _____
MoL: _____

KMoL ___ YTH ___ | AUTH___ RENEW___ | Exp Date _____
Legal Name: _____
Sca Name: _____
Parent Name: _____
Division: (circle one) 1 2 3
Parent Legal Signature: _____
Print and Sign Legal Names:
Marshal: _____
Marshal: _____
MoL: _____

**WAIVER AND INFORMED CONSENT TO PARTICIPATE
IN S.C.A, Inc. EQUESTRIAN ACTIVITIES**

Society Standard Equine Activity Liability Form Rev 2004

NOTICE: Please read this document before signing. Signing this document affirms that you have read it and understand it in its entirety.

NOTICE OF INHERENT RISKS: Equines have the propensity to behave in ways that may result in injury, harm or death to persons on or around the equine; have unpredictable reactions to such things as sounds, sudden movement and unfamiliar objects, persons or other animals; are susceptible to certain hazards such as surface or subsurface conditions, collisions with other equines or objects; propensities include kicking, biting, stamping, stumbling, rearing, and others; tack equipment can fail resulting in falling or loss of control; and activities have the potential of a participant to act in a negligent manner that may contribute to injury to the participant or others, such as failing to maintain control over the equine or not acting within the participant's ability. Equine activities are INHERENTLY DANGEROUS.

Society for Creative Anachronism, Inc. ("SCA")

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

WAIVER AND INFORMED CONSENT TO PARTICIPATE IN SCA EQUESTRIAN ACTIVITIES

I, the undersigned, having read and understood the content of this document, agree and consent to the provisions contained herein. It is my intention and desire to participate in SCA period equestrian-related activities including but not limited to, riding or authorization check rides, horse-handling, ground crew, mounted games and combat, marshalling, or being present at equestrian activities as an observer or other activity related, however slight, to equestrian activities at events held by the Society for Creative Anachronism, Incorporated. I hereby acknowledge that I am fully aware of the nature, purpose and risks of equine activities of the SCA, Inc. I acknowledge that these activities are potentially dangerous and that I voluntarily accept any of the inherent risks involved. In consideration for my being permitted to take part in these activities, I agree to be bound by the rules of the SCA, Inc. and to obey the directions of the marshals and other governing officials of activities. In the event of any disagreements or disputes arising from my taking part in these activities, I agree to submit such disagreements or disputes to a board of arbitration appointed by the SCA, Inc. and abide by any decisions reached by such board. I agree to release, hold harmless, and keep indemnified the Society of Creative Anachronism, Inc., its organizers and agents, officials, servants, and representatives from and against all claims, actions, costs, expenses and demands in respect to death, injury, loss or damage to my person or property, howsoever caused, arising out of or in connection with my taking part in these events even if the same may have been contributed to or occasioned by the negligence of the said body or any of its agents, servants, or representatives. It is understood and agreed that this agreement is to be binding upon myself, my heirs, executors and assigns.

I UNDERSTAND THAT THIS IS A LEGAL DOCUMENT. I HAVE READ AND UNDERSTOOD THIS RELEASE AND I UNDERSTAND ALL ITS TERMS. I EXECUTE IT VOLUNTARILY AND WITH FULL KNOWLEDGE OF ITS MEANING AND SIGNIFICANCE. I HEREBY ASSUME ALL OF THE RISKS ASSOCIATED WITH EQUINE RELATED ACTIVITIES.

Legal Name (Please Print)	Legal Signature	Date	EMIC _____	EVENT _____
<u>1</u>	_____	_____		
<u>2</u>	_____	_____		
<u>3</u>	_____	_____		
<u>4</u>	_____	_____		
<u>5</u>	_____	_____		
<u>6</u>	_____	_____		
<u>7</u>	_____	_____		
<u>8</u>	_____	_____		
<u>9</u>	_____	_____		
<u>10</u>	_____	_____		

State of Virginia Equine Liability Form Rev 2004

NOTICE: Please read this document before signing. Signing this document affirms that you have read it and understand it in its entirety.

The Equine Activity Liability laws of the State of Virginia, Va. Code Ann. § 3.1-796.130, state among its statutory provisions that , "NOTICE: Intrinsic dangers in equine activities, include (i) the propensity of equines to behave in ways that may result in injury, harm, or death to persons on or around them; (ii) the unpredictability of an equine's reaction to such things as sounds, sudden movement, and unfamiliar objects, persons, or other animals; (iii) certain hazards such as surface and subsurface conditions; (iv) collisions with other animals or objects; and (v) the potential of a participant acting in a negligent manner that may contribute to injury to the participant or others, such as failing to maintain control over the equine or not acting within the participant's ability." No participant nor any participant's parent, guardian, or representative shall have or make any claim against or recover from any equine activity sponsor, equine professional, or any other person for injury, loss, damage, or death of the participant resulting from any of the intrinsic dangers of equine activities.

Society for Creative Anachronism, Inc. ("SCA")

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

WAIVER AND INFORMED CONSENT TO PARTICIPATE IN SCA, Inc. EQUESTRIAN ACTIVITIES

I, the undersigned, having read and understood the content of this document, agree and consent to the provisions contained herein. It is my intention and desire to participate in SCA period equestrian-related activities including but not limited to, riding or authorization check rides, horse-handling, ground crew, mounted games and combat, marshalling, or being present at equestrian activities as an observer or other activity related, however slight, to equestrian activities at events held by the Society for Creative Anachronism, Incorporated. I hereby acknowledge that I am fully aware of the nature, purpose and risks of equine activities of the SCA, Inc. I acknowledge that these activities are potentially dangerous and that I voluntarily accept any of the inherent risks involved. In consideration for my being permitted to take part in these activities, I agree to be bound by the rules of the SCA, Inc. and to obey the directions of the marshals and other governing officials of activities. In the event of any disagreements or disputes arising from my taking part in these activities, I agree to submit such disagreements or disputes to a board of arbitration appointed by the SCA, Inc. and abide by any decisions reached by such board. I agree to release, hold harmless, and keep indemnified the Society of Creative Anachronism, Inc., its organizers and agents, officials, servants, and representatives from and against all claims, actions, costs, expenses and demands in respect to death, injury, loss or damage to my person or property, howsoever caused, arising out of or in connection with my taking part in these events even if the same may have been contributed to or occasioned by the negligence of the said body or any of its agents, servants, or representatives. It is understood and agreed that this agreement is to be binding upon myself, my heirs, executors and assigns under the laws of the State of Virginia related to Equine Activity Liability

I UNDERSTAND THAT THIS IS A LEGAL DOCUMENT. I HAVE READ AND UNDERSTOOD THIS RELEASE AND I UNDERSTAND ALL ITS TERMS. I EXECUTE IT VOLUNTARILY AND WITH FULL KNOWLEDGE OF ITS MEANING AND SIGNIFICANCE. I HEREBY ASSUME ALL OF THE RISKS ASSOCIATED WITH EQUINE RELATED ACTIVITIES.

Legal Name (Please Print) Legal Signature Date EMIC _____ EVENT _____

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

**WAIVER AND INFORMED CONSENT TO PARTICIPATE
IN S.C.A, Inc. EQUESTRIAN ACTIVITIES**

State of Georgia Equine Liability Form Rev 2004

**NOTICE: Please read this document before signing. Signing this document affirms
that you have read it and understand it in its entirety.**

The Equine Activity Liability laws of the State of Georgia, §4-12-3, state among its statutory provisions that, "WARNING: Under Georgia law, an equine activity sponsor or equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to Chapter 12 of Title 4 of the Official Code of Georgia Annotated."

Society for Creative Anachronism, Inc. ("SCA")
P. O. Box 360789, Milpitas, California 95036-0789 Tel (408) 263-0641 Fax (408) 263-0641

WAIVER AND INFORMED CONSENT TO PARTICIPATE IN SCA EQUESTRIAN ACTIVITIES

I, the undersigned, having read and understood the content of this document, agree and consent to the provisions contained herein. It is my intention and desire to participate in SCA period equestrian-related activities including but not limited to, riding or authorization check rides, horse-handling, ground crew, mounted games and combat, marshalling, or being present at equestrian activities as an observer or other activity related, however slight, to equestrian activities at events held by the Society for Creative Anachronism, Incorporated. I hereby acknowledge that I am fully aware of the nature, purpose and risks of equine activities of the SCA, Inc. I acknowledge that these activities are potentially dangerous and that I voluntarily accept any of the inherent risks involved. In consideration for my being permitted to take part in these activities, I agree to be bound by the rules of the SCA, Inc. and to obey the directions of the marshals and other governing officials of activities. In the event of any disagreements or disputes arising from my taking part in these activities, I agree to submit such disagreements or disputes to a board of arbitration appointed by the SCA, Inc. and abide by any decisions reached by such board. I agree to release, hold harmless, and keep indemnified the Society of Creative Anachronism, Inc., its organizers and agents, officials, servants, and representatives from and against all claims, actions, costs, expenses and demands in respect to death, injury, loss or damage to my person or property, howsoever caused, arising out of or in connection with my taking part in these events even if the same may have been contributed to or occasioned by the negligence of the said body or any of its agents, servants, or representatives. It is understood and agreed that this agreement is to be binding upon myself, my heirs, executors and assigns under the laws of the State of Georgia related to Equine Activity Liability.

I UNDERSTAND THAT THIS IS A LEGAL DOCUMENT. I HAVE READ AND UNDERSTOOD THIS RELEASE AND I UNDERSTAND ALL ITS TERMS. I EXECUTE IT VOLUNTARILY AND WITH FULL KNOWLEDGE OF ITS MEANING AND SIGNIFICANCE. I HEREBY ASSUME ALL OF THE RISKS ASSOCIATED WITH EQUINE RELATED ACTIVITIES.

Legal Name (Please Print)	Legal Signature	Date	EMIC _____	EVENT _____
1 _____				
2 _____				
3 _____				
4 _____				
5 _____				
6 _____				
7 _____				
8 _____				
9 _____				
10 _____				

**WAIVER AND INFORMED CONSENT TO PARTICIPATE
IN S.C.A, Inc. EQUESTRIAN ACTIVITIES**

State of North Carolina Equine Liability Form Rev 2004

**NOTICE: Please read this document before signing. Signing this document affirms
that you have read it and understand it in its entirety.**

The Equine Activity Liability laws of the State of North Carolina, § 99E-2, require this notice: **WARNING:** Under North Carolina law, an equine activity sponsor or equine professional is not liable for an injury to or the death of a participant in equine activities resulting exclusively from the inherent risks of equine activities. Chapter 99E of the North Carolina General Statutes.

Society for Creative Anachronism, Inc. ("SCA")

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

WAIVER AND INFORMED CONSENT TO PARTICIPATE IN SCA EQUESTRIAN ACTIVITIES

I, the undersigned, having read and understood the content of this document, agree and consent to the provisions contained herein. It is my intention and desire to participate in SCA period equestrian-related activities including but not limited to, riding or authorization check rides, horse-handling, ground crew, mounted games and combat, marshalling, or being present at equestrian activities as an observer or other activity related, however slight, to equestrian activities at events held by the Society for Creative Anachronism, Incorporated. I hereby acknowledge that I am fully aware of the nature, purpose and risks of equine activities of the SCA, Inc. I acknowledge that these activities are potentially dangerous and that I voluntarily accept any of the inherent risks involved. In consideration for my being permitted to take part in these activities, I agree to be bound by the rules of the SCA, Inc. and to obey the directions of the marshals and other governing officials of activities. In the event of any disagreements or disputes arising from my taking part in these activities, I agree to submit such disagreements or disputes to a board of arbitration appointed by the SCA, Inc. and abide by any decisions reached by such board. I agree to release, hold harmless, and keep indemnified the Society of Creative Anachronism, Inc., its organizers and agents, officials, servants, and representatives from and against all claims, actions, costs, expenses and demands in respect to death, injury, loss or damage to my person or property, howsoever caused, arising out of or in connection with my taking part in these events even if the same may have been contributed to or occasioned by the negligence of the said body or any of its agents, servants, or representatives. It is understood and agreed that this agreement is to be binding upon myself, my heirs, executors and assigns under the laws of the State of North Carolina related to Equine Activity Liability.

I UNDERSTAND THAT THIS IS A LEGAL DOCUMENT. I HAVE READ AND UNDERSTOOD THIS RELEASE AND I UNDERSTAND ALL ITS TERMS. I EXECUTE IT VOLUNTARILY AND WITH FULL KNOWLEDGE OF ITS MEANING AND SIGNIFICANCE. I HEREBY ASSUME ALL OF THE RISKS ASSOCIATED WITH EQUINE RELATED ACTIVITIES.

Legal Name (Please Print)	Legal Signature	Date	EMIC _____	EVENT _____
1 _____				
2 _____				
3 _____				
4 _____				
5 _____				
6 _____				
7 _____				
8 _____				
9 _____				
10 _____				

**WAIVER AND INFORMED CONSENT TO PARTICIPATE
IN S.C.A, Inc. EQUESTRIAN ACTIVITIES**

State of South Carolina Equine Liability Form Rev 2004

**NOTICE: Please read this document before signing. Signing this document affirms
that you have read it and understand it in its entirety.**

The Equine Activity Liability laws of the State of South Carolina, S.C. Code Ann. SECTION 47-9-720, state among its statutory provisions that "WARNING : Under South Carolina law, an equine activity sponsor or equine professional is not liable for an injury to or the death of a participant in an equine activity resulting from an inherent risk of equine activity, pursuant to Article 7, Chapter 9 of Title 47, Code of Laws of South Carolina, 1976."

Society for Creative Anachronism, Inc. ("SCA")

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

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Legal Name (Please Print)	Legal Signature	Date	EMIC _____	EVENT _____
<u>1</u>	_____	_____		
<u>2</u>	_____	_____		
<u>3</u>	_____	_____		
<u>4</u>	_____	_____		
<u>5</u>	_____	_____		
<u>6</u>	_____	_____		
<u>7</u>	_____	_____		
<u>8</u>	_____	_____		
<u>9</u>	_____	_____		
<u>10</u>	_____	_____		

Appendix D
BLANK TOURNAMENT TREES

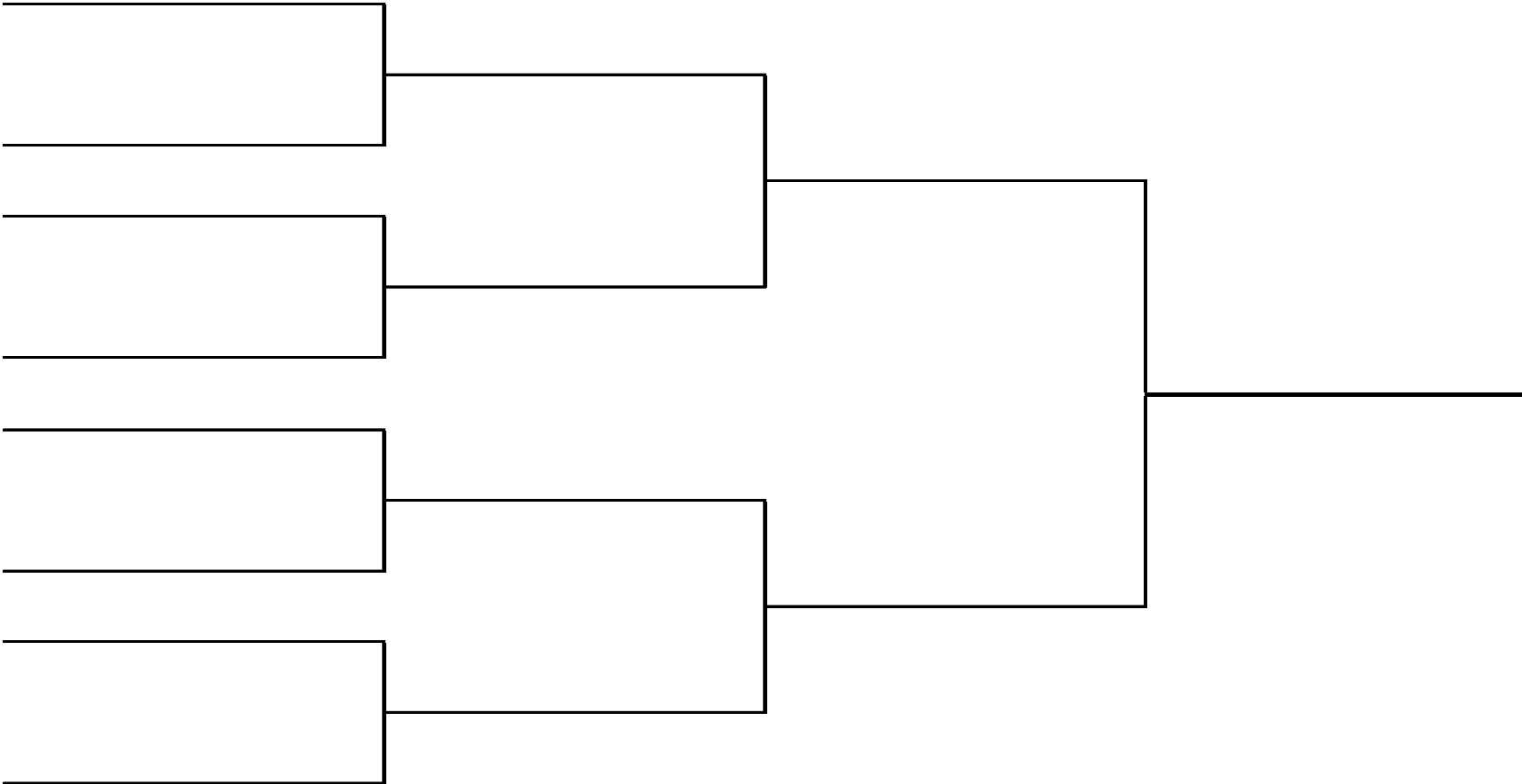
The following blank MoL tournament trees are included herein:

- 8-Fighter Single Elimination List Tree
- 16-Fighter Single Elimination List Tree
- 32-Fighter Double Elimination List Tree
- 8-Fighter Double Elimination List Tree
- 8-Fighter w/Challenge-ins Double Elimination List Tree
- 16-Fighter Double Elimination List Tree
- 16-Fighter w/Challenge-ins Double Elimination List Tree
- 32-Fighter Double Elimination List Tree
- 32-Fighter w/Challenge-ins Double Elimination List Tree
- Magic Tournament Card
- Round Robin Score sheet

8 FIGHTER SINGLE-ELIMINATION LIST

EVENT: _____

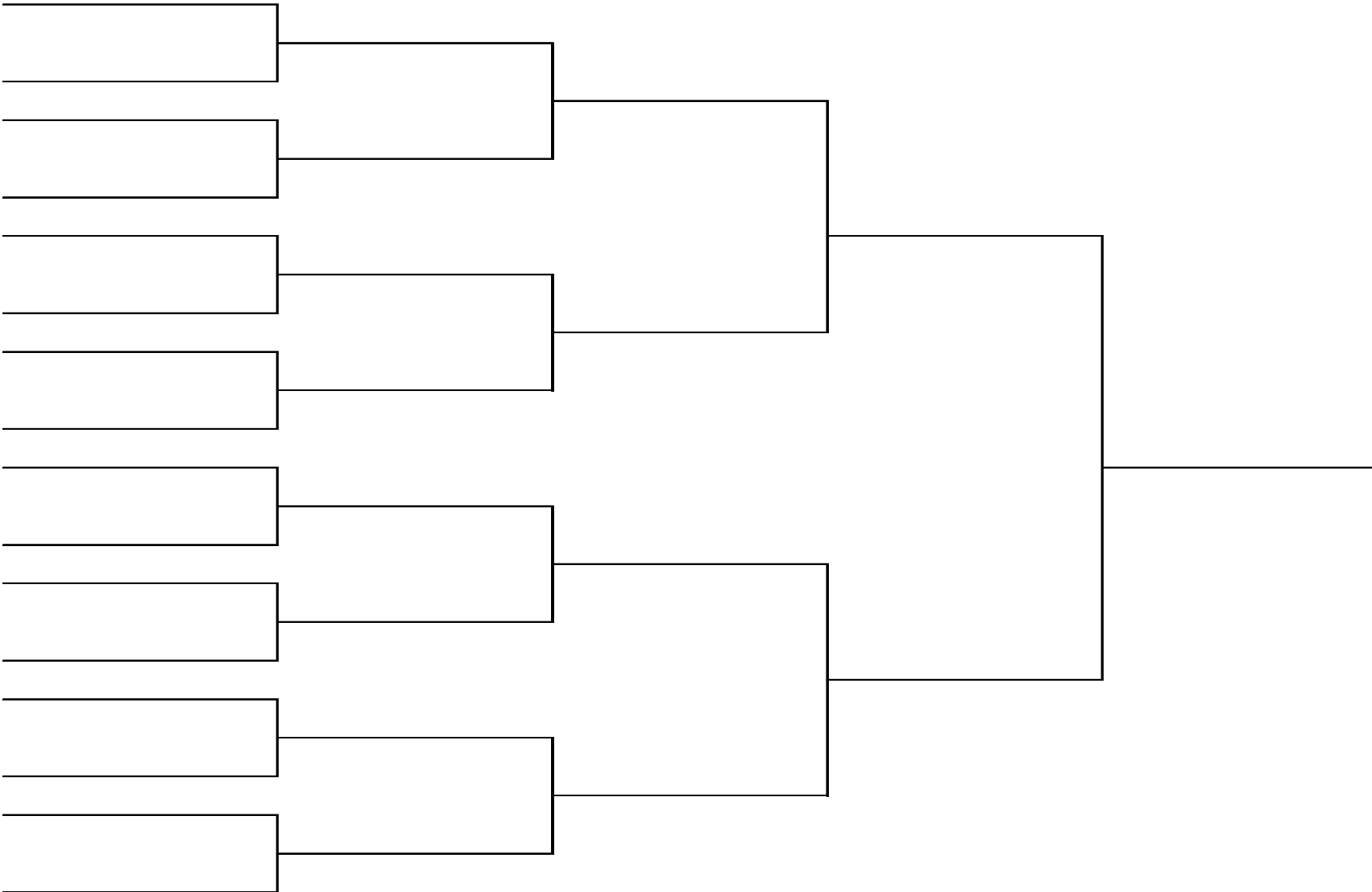
DATE: _____



16 FIGHTER SINGLE-ELIMINATION LIST

EVENT: _____

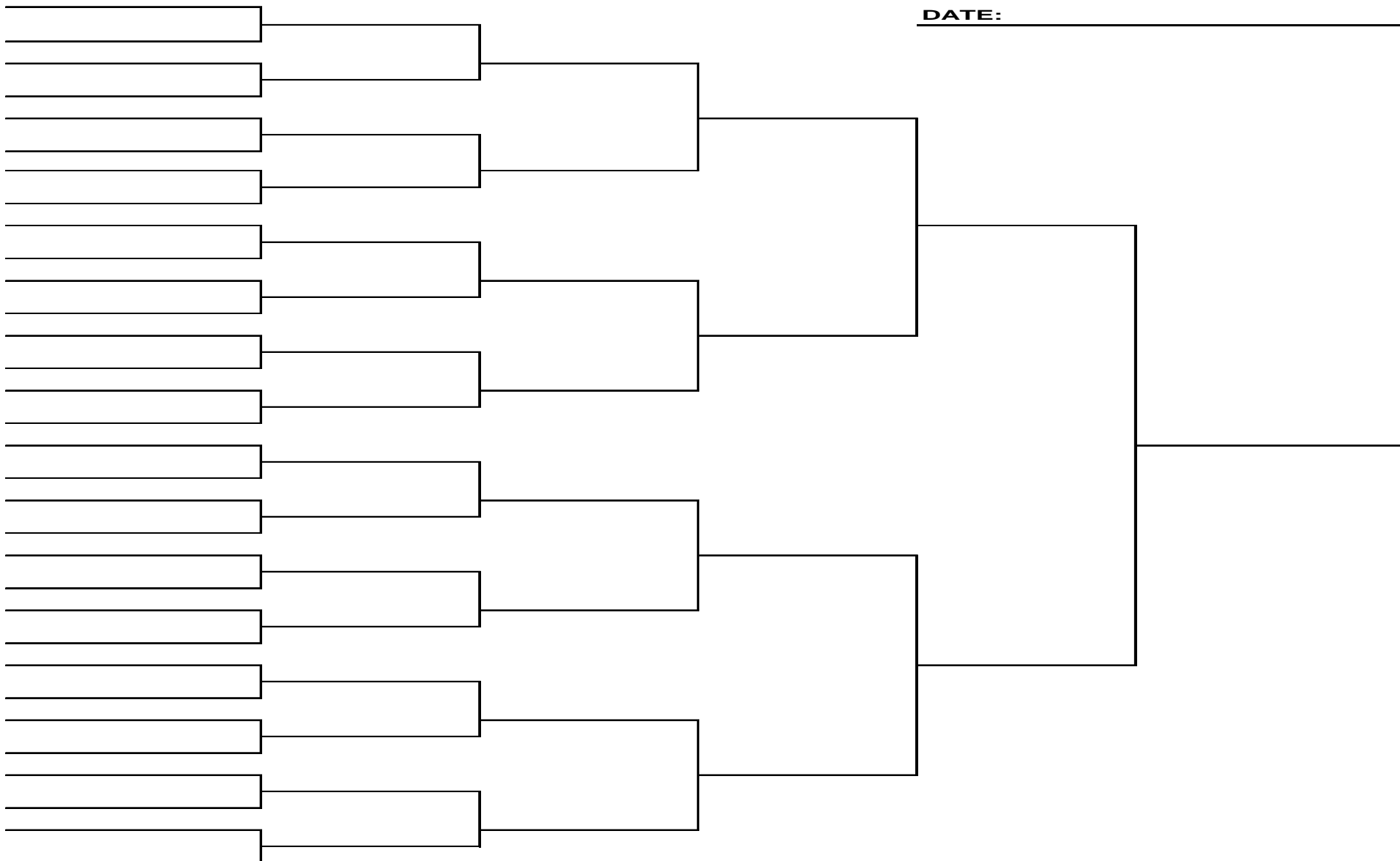
DATE: _____



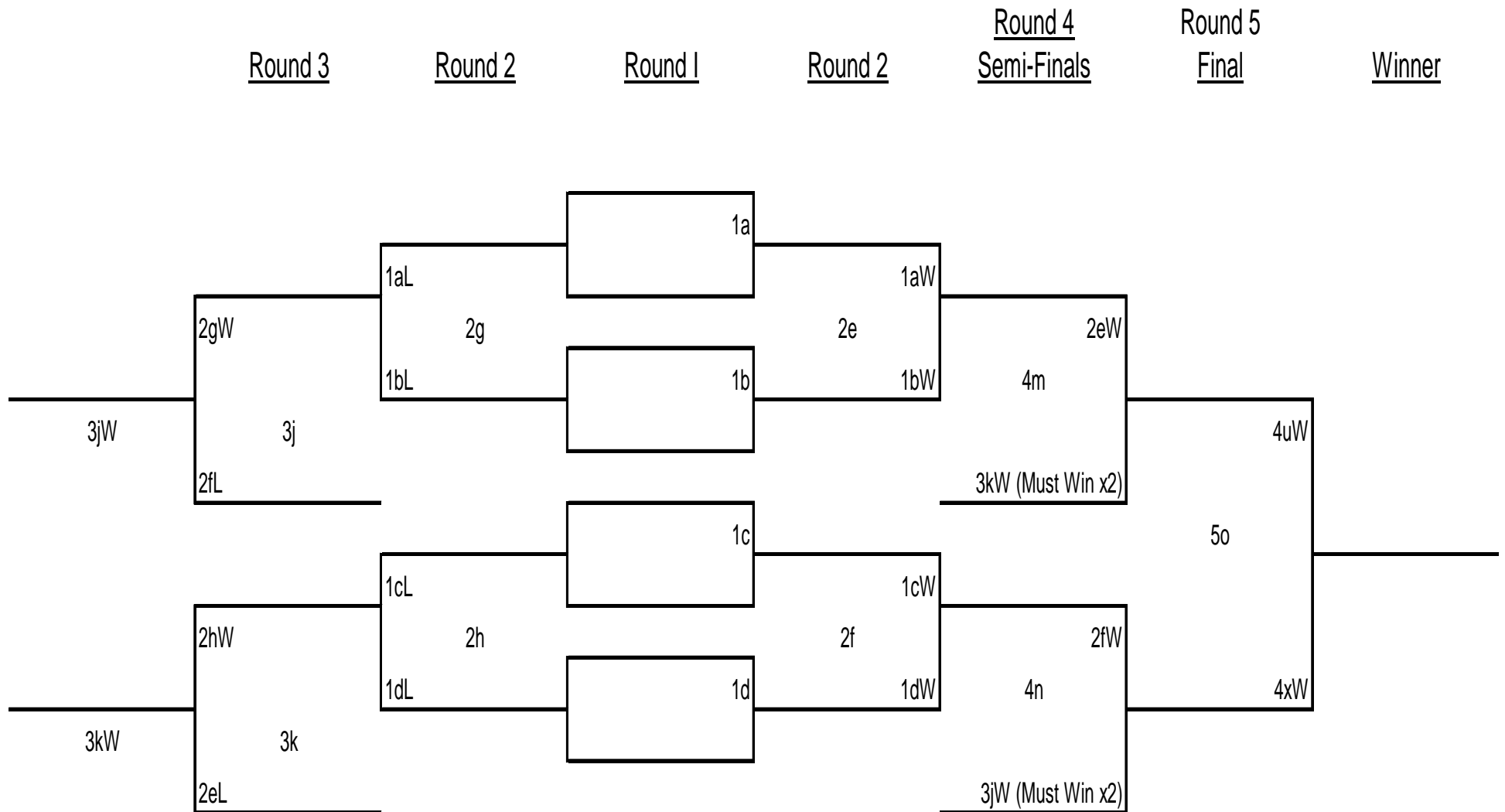
32 FIGHTER SINGLE-ELIMINATION LIST

EVENT: _____

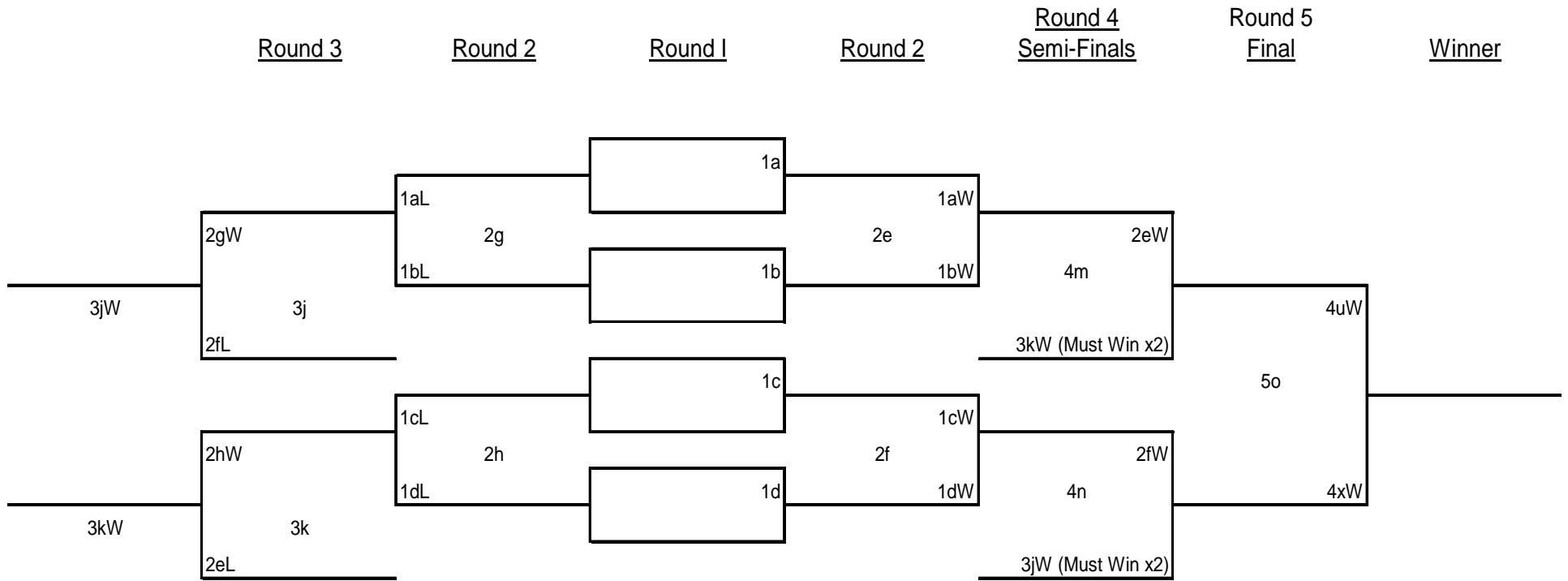
DATE: _____



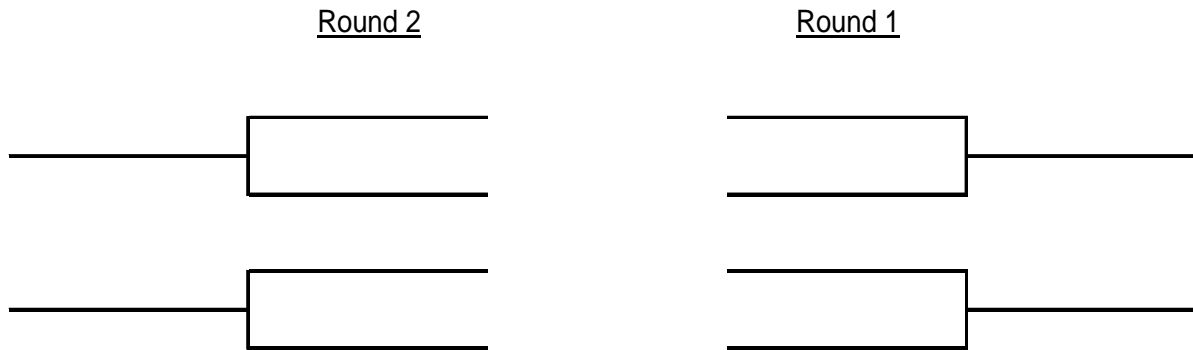
8 FIGHTER DOUBLE-ELIMINATION LIST



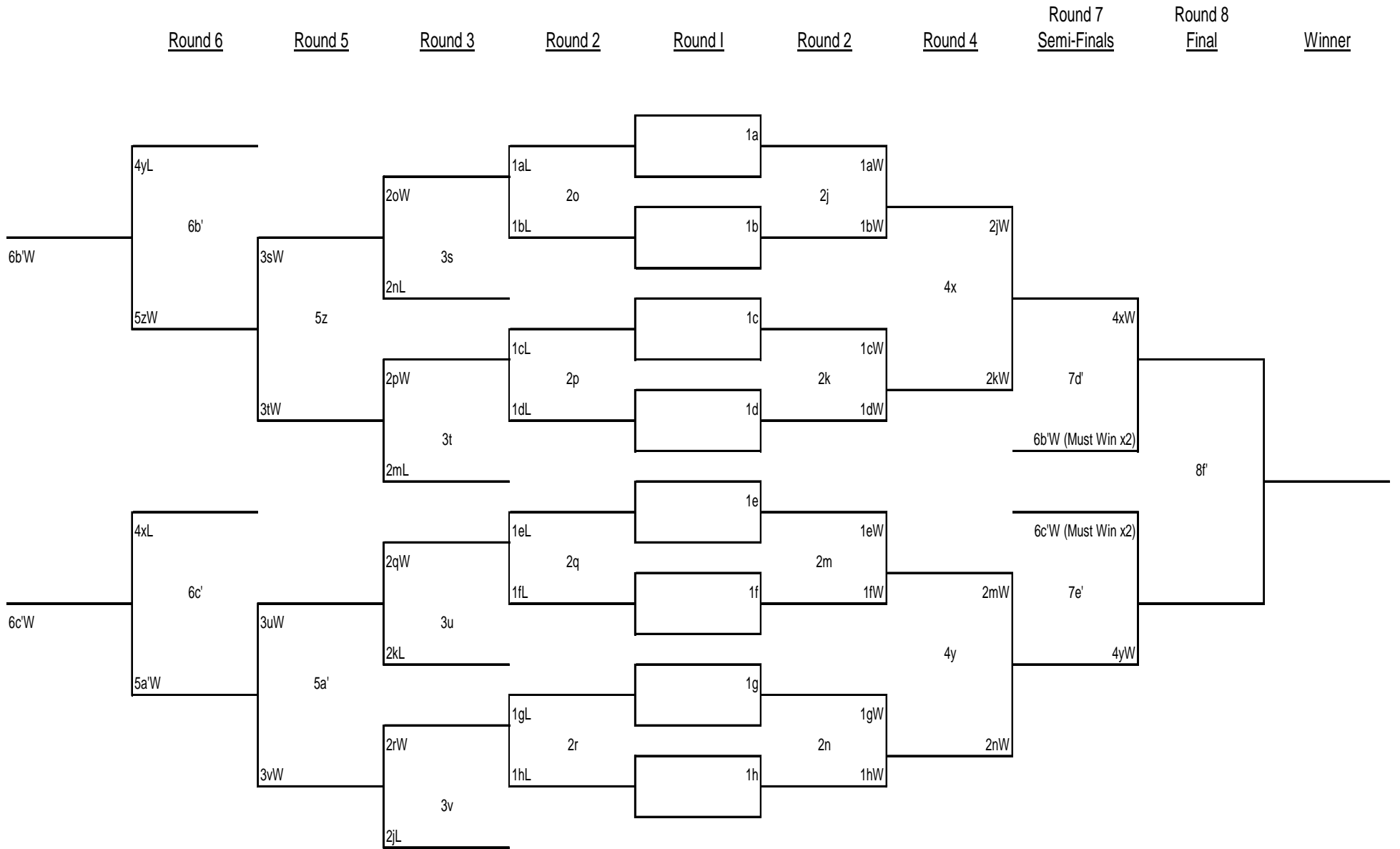
8 FIGHTER DOUBLE-ELIMINATION LIST



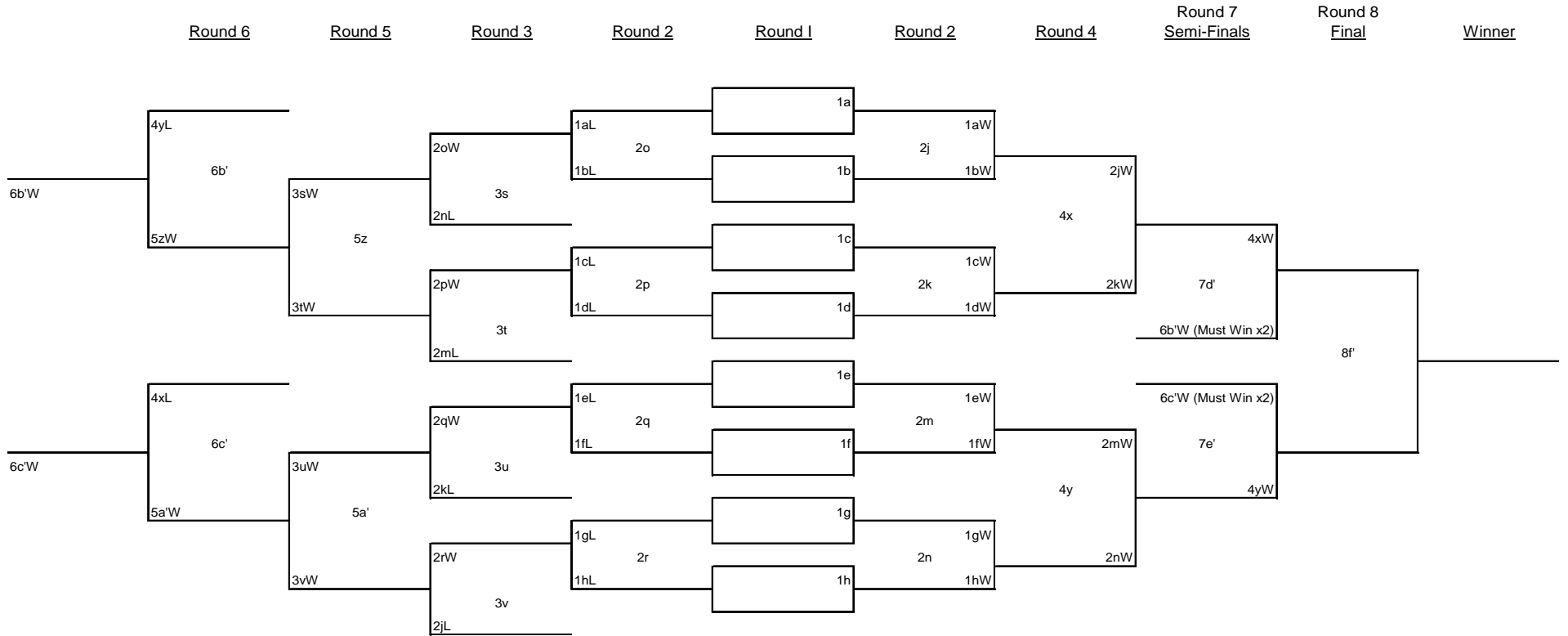
CHALLENGE-INS



16 FIGHTER DOUBLE-ELIMINATION LIST



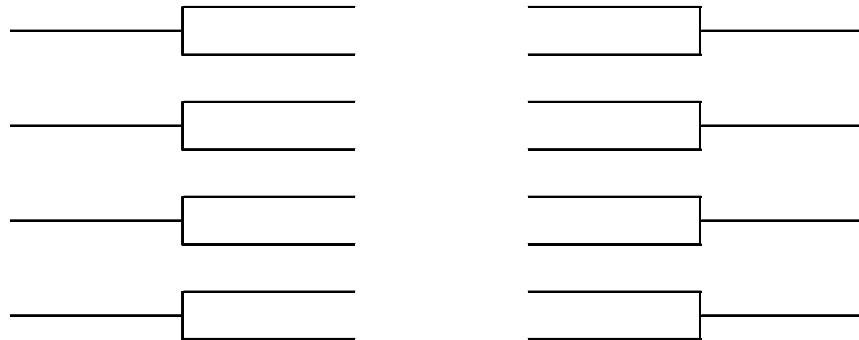
16 FIGHTER DOUBLE-ELIMINATION LIST WITH CHALLENGES



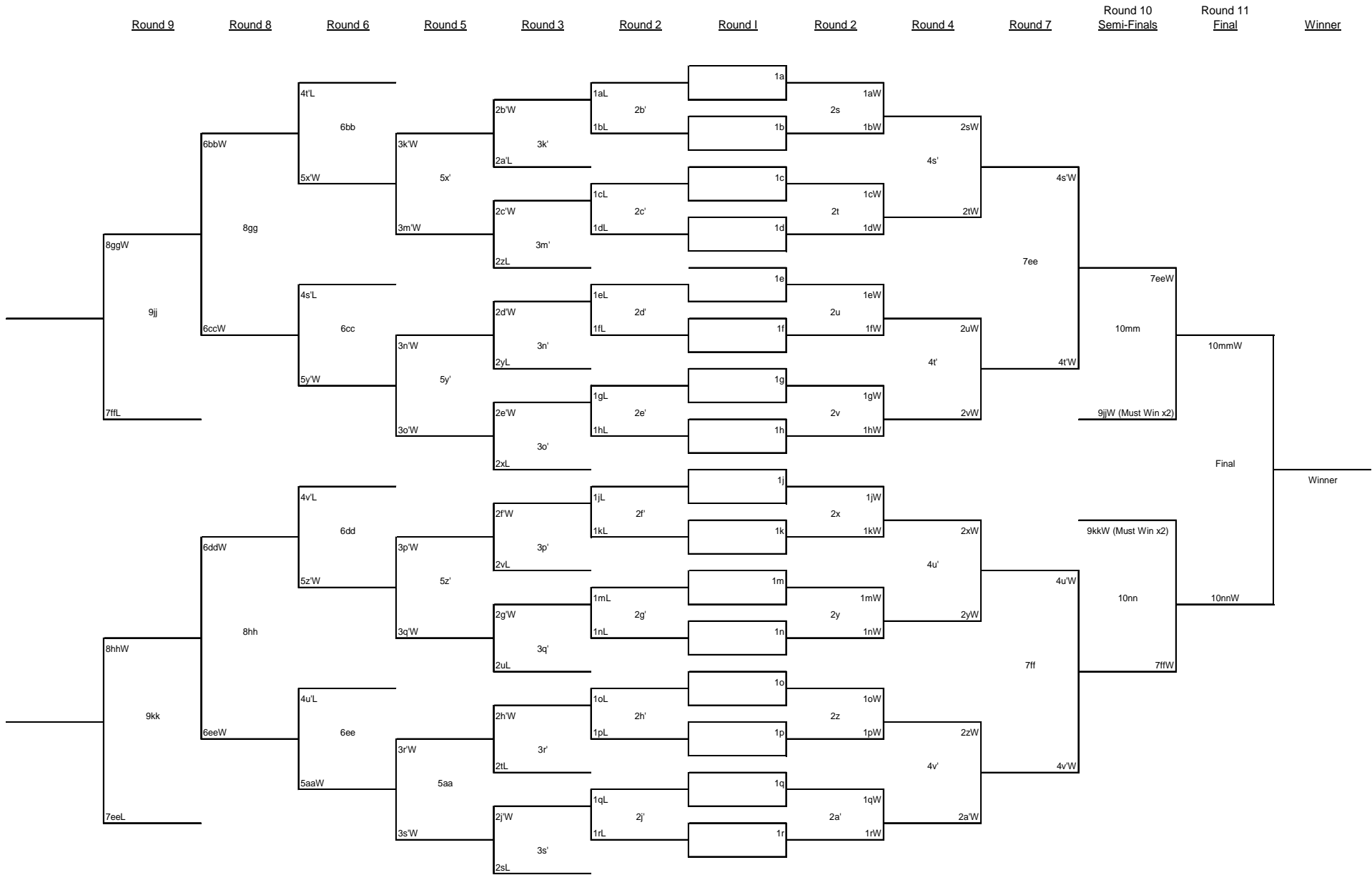
CHALLENGE-INS

Round 2

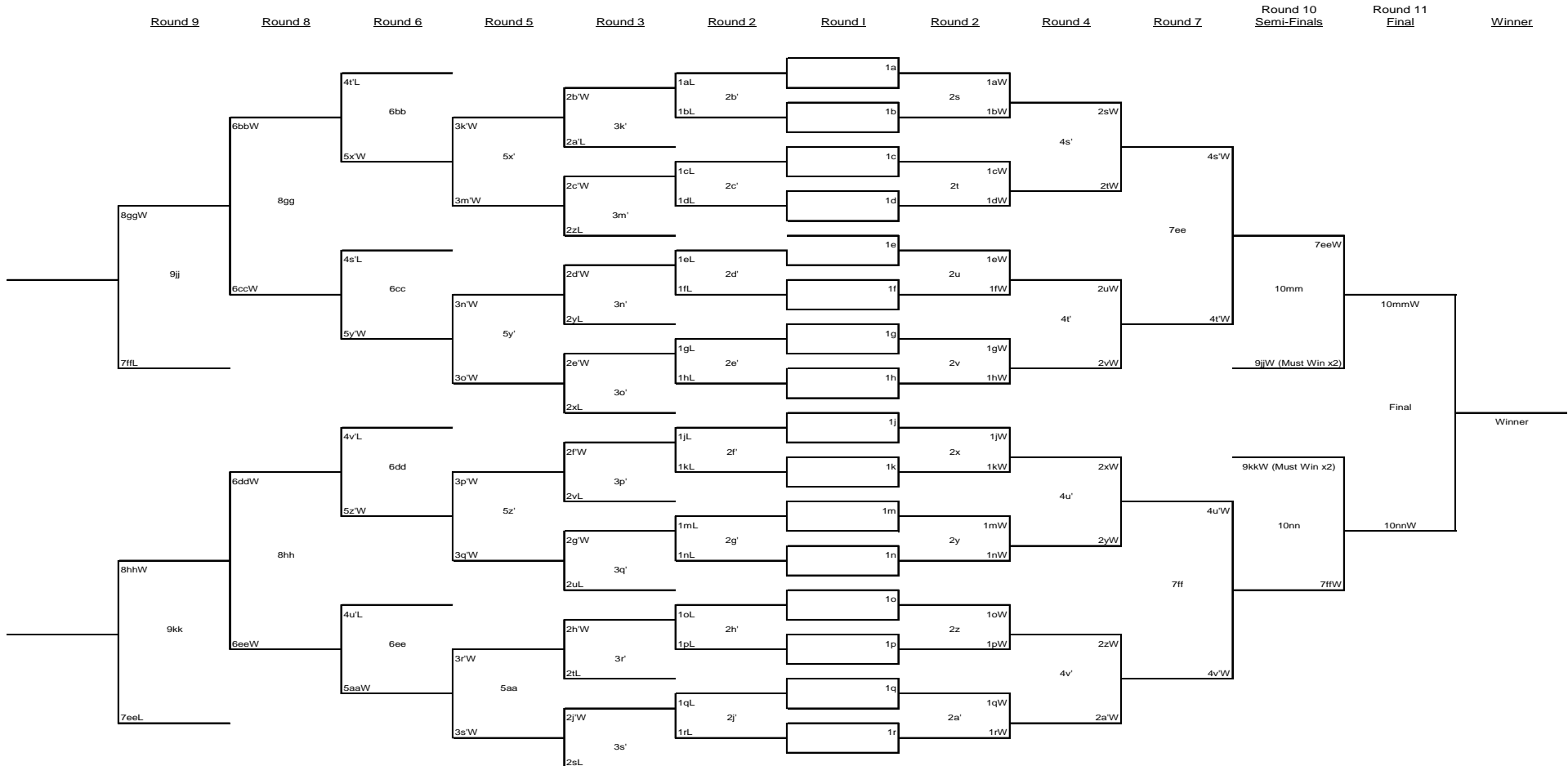
Round 1



32 FIGHTER DOUBLE-ELIMINATION LIST



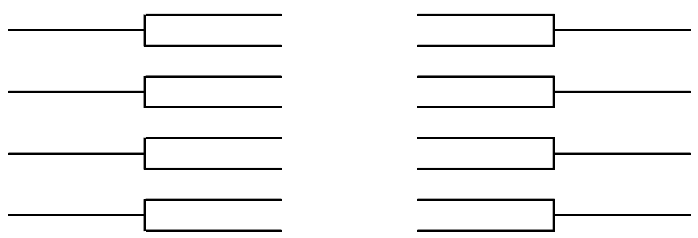
32 FIGHTER DOUBLE-ELIMINATION LIST WITH CHALLENGES



CHALLENGE-INS

Round 2

Round 1



Name _____ (#)

Round	Fights #	Score	Total	Round	Fights #	Score	Total
I				VI			
II				VII			
III				VIII			
IV				IX			
V				X			

Name _____ (#)

Round	Fights #	Score	Total	Round	Fights #	Score	Total
I				VI			
II				VII			
III				VIII			
IV				IX			
V				X			

Name _____ (#)

Round	Fights #	Score	Total	Round	Fights #	Score	Total
I				VI			
II				VII			
III				VIII			
IV				IX			
V				X			

Name _____ (#)

Round	Fights #	Score	Total	Round	Fights #	Score	Total
I				VI			
II				VII			
III				VIII			
IV				IX			
V				X			

Name _____ (#)

Round	Fights #	Score	Total	Round	Fights #	Score	Total
I				VI			
II				VII			
III				VIII			
IV				IX			
V				X			

Name _____ (#)

Round	Fights #	Score	Total	Round	Fights #	Score	Total
I				VI			
II				VII			
III				VIII			
IV				IX			
V				X			

Round Robin Scoresheet

Event: _____

Date: _____

Results

Name	#	1	2	3	4	5	6	7	8	9	10	W	L	Place
	1													
	2													
	3													
	4													
	5													
	6													
	7													
	8													
	9													
	10													

Order of Bouts

4 Fighters 6 Bouts	5 Fighters 10 Bouts	6 Fighters 15 Bouts	7 Fighters 21 Bouts	8 Fighters 28 Bouts	9 Fighters 36 Bouts	10 Fighters 45 Bouts
1-2	1-2	1-2 3-6	1-2 1-7	1-2 1-8 1-3	1-2 1-8 1-7	1-2 2-10 2-3 3-7
3-4	3-4	3-4 2-4	3-4 3-6	3-4 6-7 2-5	3-4 4-9 5-9	3-4 3-9 1-9 2-9
1-4	1-4	5-6 1-3	5-6 2-4	5-6 4-5 4-7	5-6 2-7 2-8	5-6 5-7 7-10 4-10
2-3	3-5	1-4 2-5	1-4 1-5	7-8 2-3 6-8	7-8 3-5 4-6	7-8 1-8 5-8 6-8
1-3	4-5	2-6 4-6	2-6 3-7	1-4 1-7	1-4 8-9 1-5	9-10 6-10 3-6 1-3
2-4	2-3	3-5	5-7 4-6	2-6 5-8	2-6 6-7 3-7	1-4 4-9 2-4 2-5
	1-5	1-6	1-6 1-3	3-8 3-6	3-8 4-5 2-9	2-6 2-7 1-7 4-7
	2-4	4-5	2-7 2-5	5-7 2-5	7-9 2-3 6-8	3-8 3-5 5-9 6-9
	1-3	2-3	3-5 4-7	1-6 1-5	1-6 1-9 1-3	5-10 1-10 3-10 8-10
	2-5	1-5	6-7	4-8 3-7	4-8 5-8 2-5	7-9 5-9 2-8
			4-5	2-7 2-8	3-9 3-6 4-7	1-6 6-7 4-6
			2-3	3-5 4-6	5-7 2-4 6-9	4-8 4-5 1-5

Instructions: Fill in the names for up to 10 fighters. Run the bouts in order vertically, crossing off each bout as completed. Fill in the Results table with the outcome of each bout. If the tourney is scored by wins and losses, write “W” or “L” as appropriate (the Marshal-in-Charge should decide how to score double-kills). If the tourney is scored by points (ex. 1 point for a win, 0 points for a loss) fill in the point score. The table should be filled in from the perspective of the person whose name appears on that line. Example: Fighter 1 [Snorri] defeats Fighter 3 [Vyvyan]. On Line 1 with Snorri’s name on it you would go to Column 3 (for Vyvyan) and put a “W” or points as appropriate. On Line 3 with Vyvyan’s name you would go to Column 1 (for Snorri) and put a “L” or points.

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