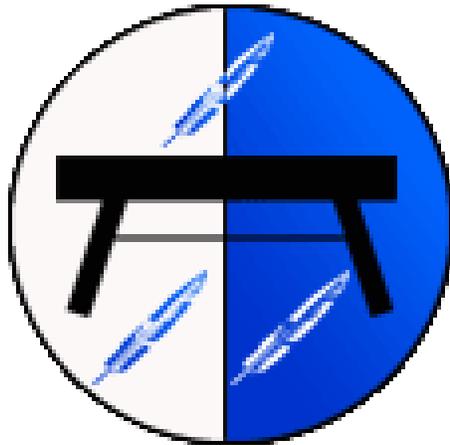




Kingdom of Atlantia

Minister of the
Lists Handbook



Acknowledgements

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 been completed.

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 Elandonan, Kingdom Minister of the List for Atlantia, A.S. XXXVIII (2002)
- Mistress Adeliza of Bristol, Kingdom Minister of the Lists for Atlantia, AS XLI (2006)
- Lisette la bergiere, Kingdom Minister of the Lists for Atlantia, AS XLIII (2008)
- Countess Kari Kyst, Kingdom Minister of the Lists for Atlantia, AS XLIV(2009)
- Mistress Ceridwen ferch Owain, Kingdom Minister of the Lists for Atlantia, XLVI (2011)
- Master Nikulai , Kingdom Minister of the Lists for Atlantia XLIX (2014)
- Sensei Sara van Eerde, Kingdom Minister of the Lists for Atlantia LIII (2019)

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.

- Lady Qulan Chaghan, Kingdom Minister of the Lists for Atlantia LVIII (2024)
- Magistra Delecta Diana d'Averno, who was one of the primary editors along with:
- Maestra Maddalena Salutati and Mistress Ceridwen ferch Owain, MOL Training Deputies

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I. **Becoming an MOL**

A. **What is a Minister of the Lists?**

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

Adult volunteers are welcome to assist the warranted MOLs as opportunities permit at the discretion of the MOL in Charge (MOLiC).

B. **Required Training**

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

1. **MOL 101 and 102 Classes**

A warranted MOL must be 18 years old or older and a current member of the SCA.

In general, the process to becoming a warranted MOL includes taking the MOL 101 and 102 classes through Atlantian University, online and / or at various events.

MOL 101 covers the current policies of the Atlantian Minister of the List office and how to process the required paperwork. Prospective MOLs will be required to provide roster information as part of the warrant request process.

MOLs must also complete the MOL 102 class – "Tournaments," which covers how to facilitate common tournaments.

2. **Internship**

Before an individual can apply to become an MOL-in-Training (MOL-IT) with the requisite paperwork, they must take the MOL 101 and 102 class. In order to volunteer or assist at the MOL table as an MOL-Assistant (MOL-A), there is no requirement for paperwork or classwork.

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

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

MOL-ITs looking for opportunities to intern can contact the KMOL, the Deputy KMOL for training, or their local MOL. The contact information for all warranted MOLs is located on the MOL website: <http://MOL.atlantia.sca.org/>.

C. Warrants

1. MOL Roster

Once an MOL has completed the warranting process, they are added to the roster of warranted MOLs. Warrants are issued and maintained at the discretion of the KMOL. The roster serves as proof of warrant. An MOL can print a copy of their warrant from the warrant database website.

MOLs must have an AEL login in order to access the Fighter Card System(FCS). The AEL login is not the same login as the login for the Atlantian Warrant System. With the AEL login, MOLs can print off a “fighter card” that will have their warrant information on it.

This proof of MOL warrant will be needed to sign in to serve as an MOL at an event.

For the online roster, MOLs must also indicate whether they will give permission to publish their contact information in print and/or on-line. If an MOL is uncomfortable with having some portions of their information available electronically, it will not be published. However, at least one form of publishable contact information, such as an email address or telephone number is required.

2. Warrant Renewal

Once obtained, the MOL warrant is ongoing.

Continuation of an MOL warrant will be based on:

- a) participation as an MOL (not necessarily as MOLiC) at least once a year,
- b) and attendance at the MOL meeting at UnEvent or taking an MOL class during the year,
- c) and SCA membership status.

MOLs serve at the pleasure of the Crown and the Crown may suspend or revoke a warrant for any and/or no reason. The KMOL may suspend the warrant of any MOL who fails to properly uphold the responsibilities of the MOL office.

A lapse of SCA membership will suspend an MOL warrant. Typically, the warrant system will capture when a membership is renewed. In the event that this capture of information does not happen, the MOL should send proof of membership renewal to the KMOL. Once renewed, the MOL warrant will renew as well.

A lapse in participation, including continuing education classes, UnEvent meeting, or lapse in working as an MOL at an event, may cause an MOL warrant to be suspended. MOLs should contact the KMOL with any questions regarding MOL warrant status.

II. Office of the Minister of the Lists

A. Kingdom Minister of the Lists

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

1. Duties

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

- a. Maintaining records of all the authorizations in the Kingdom;
- b. Issuing warrants and maintaining a roster of all warranted MOLs;
- c. Maintaining supplies and files of event reports, authorization and renewal forms;
- d. Overseeing maintenance of the MOL Office's policies and procedures, ensuring compliance with any changes to document requirements regarding fighters;
- e. Providing The Crown with the MOL roster for Their signature at Coronation;
- f. Running the Atlantian Crown Tournament twice a year; this responsibility may be delegated to a deputy in the event the KMOL is unable to attend. See Section IX.

2. Applying to be the KMOL

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

B. Deputy Kingdom Minister of the List

The KMOL appoints Deputy KMOLs to assist in list office administration. These deputies may include, but are not limited to, regional deputies, training deputies, and web deputies. The duties for each deputy position are provided by the KMOL.

C. Minister of the List (MOL)

1. Regional and MOL Training Deputies:

Regional Deputies assist the KMOL and Deputy KMOL in reviewing reports and teaching MOL classes. These deputies also serve as contacts to the region when event stewards are looking for assistance at filling the MOL roles for their events.

The MOL Training Deputy will determine what classes will be offered at Atlantian-University and other events and will help to recruit warranted MOLs to teach-

2. Local MOL Officers:

Although not a required officer position, many Baronies and Shires have an MOL officer that provides support for local events. These officers work with Regional Deputies to help recruit, mentor and support the MOLs of their Baronies and Cantons.

3. MOL-In-Charge of an Event (MOL-IC):

A warranted MOL is required to administer scoring for all heavy, rapier, equestrian, or youth activities at Atlantian events. Additional information about the responsibilities of the MOL-IC can be found in Section III.

4. MOL for Authorizations at Fighter Practices

The Kingdom Earl Marshal's Office may allow authorizations to be held at fighter practices with advance-notice and approval. For more specific information as to the approval process, please consult the Kingdom Earl Marshal's Policies.

To do authorizations at a fighter practice an MOL follows all the normal procedures for authorization paperwork. See Section IV for more information on authorizations. An Authorization sign in form is needed to document the list of who was authorizing at the practice and in what martial forms. A Field Staff sign in is used to document which marshals and MOLs were assisting in the authorizations.

A report of the practice must be entered into the warrant system with the copies of the Field Staff form, Authorization Sign In form and VOAs from adult authorizations attached to properly document the practice authorizations.

Minors may NOT authorize at a practice and must authorize at an event, due to the requirements listed on the Minor Authorization Form as dictated by Society policy.

Regarding Youth authorizations:

- a. Youth may authorize at a Youth practice.
- b. The MOL will use a separate Authorization Sign in form to list the youth's name, parent's name and Youth Division in which they are authorizing.
- c. The MOL will have the parent complete the Youth VOA as per normal.
- d. The MOL will send all documentation via USPS to the KMOL. The MOL will NOT submit youth paperwork via the warrant system.

D. Publications and Resources of the MOL Office

1. Governing Documents

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

2. Official KMOL Web Page

The official Kingdom of Atlantia MOL website is currently located at <http://MOL.atlantia.sca.org>.

3. Kingdom Fighter Card System

The official Kingdom website where MOLs input authorizations, fighters can obtain their fighter cards, and fighter rosters can be obtained is currently located at: <https://authorizations.MOL.atlantia.sca.org>.

4. Kingdom Warrant Page*

The official Kingdom website that houses marshal warrants, marshal roster, MOL warrants, MOL roster, and the site where Classes Attended and Event Reports are submitted. Currently located at: <https://warrant.atlantia.sca.org/>

5. UnEvent

UnEvent is the annual event where the KMOL holds a one- hour meeting and may hold additional office hours as needed.

Attendance is requested of MOLs. Attendance at the annual UnEvent MOL meeting fulfills the Continuing Education requirement to maintain an MOL warrant.

III. MOL Event Preparations and Responsibilities

A. MOL Roles

1. MOL in Charge (MOLiC)
 - a. The MOLiC is responsible for all facilitation of MOL duties at the event, including but not limited to making arrangements with Event Steward, MiC, as well as providing needed paperwork.
 - b. The MOLiC is responsible for making sure that all reports are filed (even if they are filed by an assisting MOL).
2. Warranted MOL
 - a. A warranted MOL can be asked to do paperwork, run tournaments, and file reports as needed by the MOLiC.
 - b. A warranted MOL is not responsible for arrangements with the Event Steward or MiC.
3. Warranted MOL-in-Training (MOL-iT)
 - a. A warranted MOL-iT will do various tasks as part of an MOL internship.
 - b. A warranted MOL-iT will be mentored by a warranted MOL each time they work the table.
4. MOL-Assistant (MOL-A) Non-warranted volunteers will be allowed to volunteer at the MOL table to help with various tasks at the discretion of the MOL in charge of the table.

B. MOL in Charge – Duties and Responsibilities

1. Before the event (MOLiC)
 - a. The MOLiC will speak with the Marshal-in-Charge (MiC) of the event about:
 - i. the time the marshal would like to start sign-ins, authorizations and inspections (this will be the time that the MOL table will open),
 - ii. the start time for the tournament,
 - iii. the types of fighting and tournaments that will be at the event,
 - iv. how many fighters are expected, and
 - v. the start times for sign-in, armor inspection, authorizations, and the tournament(s).
 - b. The MOLiC will verify whether the Event Steward is providing the MOL dayshade, table and chairs.
 - c. The MOLiC will recruit additional MOLs to assist, including a discussion as to the comfort level of the assisting MOL in running a table independently as well as reporting
 - d. The MOLiC will prepare copies of the necessary forms.
 - e. The MOLiC will ensure all supplies are ready. See Appendix B for a full list of suggested supplies.
2. Beginning of day (MOLiC)
 - a. Arrive and set up MOL table prior to time that has been arranged with MIC for the table to open

- b. Get the MiC's SCA name, modern name and address for your Tournament Report.
 - c. As soon as possible, discuss the following things with the Marshal:
 - i. any changes to the schedule or plan of activities;
 - ii. how the initial pairings for the tournament will be made;
 - iii. how many list fields will be run concurrently (if more than one);
 - iv. if there will be "runners" for cards to and from the field;
 - v. how wins/losses will be reported to the MOL table and by whom;
 - vi. work with the marshallate to determine when sign ins will close. If possible, have the time announced.
 - d. Open table and sign in fighters and field staff (see procedures in Section IV.A. below).
 - e. If Authorizations/Renewals are requested (see procedures in Section IV. B. below).
 - f. Based on the format of planned activities, prepare the necessary paperwork (cards, list trees, matrices, etc.).
3. During the martial activities (MOLiC)
 - Work as efficiently as possible to facilitate the activities without rushing. Speed can contribute to unintentional errors.
 - If there are multiple MOL tables or locations being staffed by assisting MOLs, ensure that activities are running smoothly and assisting MOLs have the support they need.
 - When recording wins and losses, wait for the announcement and/or reporting of results to the table. If there is uncertainty, ask the marshal before proceeding.
 - Communicate with the marshal to determine when the MOL table can close.
 4. After martial activities have concluded for the day (MOLiC)
 - a. Before putting everything away, check to make sure that:
 - All paperwork has been filled out, signed, and is legible.
 - Temporary Cards have been issued
 - The MiC's contact information is on the tournament reports.
 - Marshals have the information they need to complete their report.
 - The Event Steward has the information they need to make announcements as needed.
 - All assisting MOLs' names have been recorded for use in the MOL event report.
 - b. The MOLiC will verify the previous discussion with assisting MOLs as to who will be responsible for submitting MOL event reports.
 5. After the event (MOLiC)
 - a. Submit the event report(s);
 - b. Enter any authorizations into the Fighter Card System.
 6. Multiple-Day Events
 - The format for managing multiple day sign ins is determined by the MOLiC.
 - Each martial field (Armored, Rapier, EQ, Hounds, Youth) may have a master Field Staff Sign In and Fighter Sign In list for the whole multi-day event. Those lists should be included in the first day's report.
 - All fighters must check in at the MOL table and show their authorization card, even if there is a pre-event online sign in.
 - All field staff must also check in at the MOL table and show appropriate warrants.
 - Any tournaments that are fought must have a corresponding Sign In sheet and included in the report for that day.

- MOLs should check each day that any fighters or field staff are on the master list.
- MOLs should file a separate report for each day of a multiple day event, including days where only melees / practice / pickups occur.
- All fighters must check in at the MOL table and show their authorization card, even if there is a pre-event online sign in.

C. Warranted MOL – Duties and Responsibilities

1. Before the event (Warranted MOL)
 - a. Contact MOLiC, introduce yourself and offer your assistance;
 - b. Explain to the MOLiC your familiarity and comfort level with running tournaments;
 - c. Let the MOLiC know when you are available to assist;
 - d. Ask what time the table opens;
 - e. Ask if you need to bring any paperwork or supplies (probably not);
 - f. Always assume you should bring your own unless otherwise stated:
 - Chair
 - Hydration and food
 - Weather items (sun block, hand warmers...), and
 - g. Before you leave for the event, make sure your warrant is up to date. The MOLiC may ask for confirmation of your warrant status- download a copy of your warrant card from the Warrant Database and save it on your phone.

2. At the event (Warranted MOL)
 - a. Find the MOL tent or where it will be.
 - b. Introduce yourself to the MOLiC, even if your shift is not until later. That way they know you are on site.
 - c. Help set up the MOL space. These tasks may include tent set up, setting up the table, laying out forms and securing paperwork on clipboards / under paperweights.
 - d. Confer with the MOLiC as to what kind of tournament assistance is required.
 - e. Assist with sign-ins, authorizations, and tournaments as agreed upon with the MOLiC.

3. After the martial activities have concluded for the day (Warranted MOL)
 - a. Confer with the MOLiC if any other assistance is required;
 - b. Make sure the MOLiC has recorded your name on the report as an assisting MOL;
 - c. Help break down the MOL space.

D. Warranted MOL-in-Training (MOL-iT)

1. It is recommended that MOL-iTs do the following tasks as a part of an MOL internship:
 - a. Help sign in fighters at the beginning of the day (this is when help is needed most);
 - b. Run a tournament (melee and Atlantian Speed do not count);
 - c. Help a fighter with an authorization;
 - d. Help set up and /or break down the MOL table;
 - e. Assist MOL-iC with event reporting and entering authorizations into the FCS.
2. Warranted MOLs will mentor MOL-iT's at the MOL tables.
3. The MOL-iT is responsible for bringing the MOL Training Program and Warrant Request form to each event where they are interning and ensuring that the mentoring MOL completes their portion of the form and signs the form.

E. MOL Assistant (MOL-A)

Non-warranted volunteers will be allowed to volunteer at the MOL table to help with the following tasks at the discretion of the MOL in charge of the table:

- Signing in fighters and field staff
- Checking fighter cards
- Helping to complete authorization paperwork (but not signing it)
- Assisting in running tournaments.

F. Communication

No matter who you are addressing, remember that courtesy is the hallmark of the SCA. Treat everyone with respect.

1. Working with Marshals

- a. Ensure that all marshals have signed in and have valid warrant status.
- b. Let the marshal know about any problem staff or fighters.
- c. Ensure that marshals sign all official authorization paperwork with their legal signatures.
- d. If fighters are responsible for returning cards and/or reporting to the MOL table, the marshal will inform the fighters as to how that should be done.
- e. During the martial activities, converse with the Marshal(s) as needed to resolve questions, concerns and changes that may arise.
- f. Provide the MiC with the necessary information for their marshal's report.

Note: A person who is warranted to act as an MOL as well as a Marshal must choose in which capacity they will serve that day. No one may be both MOL and Marshal at the same time.

2. Working with Fighters

- a. Ensure that all fighters have signed in and have valid fighter cards.
- b. Ensure that all writing on MOL forms is legible. If a fighter does not have legible handwriting, the MOL may choose to scribe for the fighter.
- c. Speak clearly and loudly to fighters when they are wearing helms or masks to make sure you are heard correctly.
- d. If fighters are responsible for returning cards and/or reporting to the MOL table, be specific as to how that should be done.
- e. In the event of any behavioral issue with a fighter, inform the marshal and ensure that it is included in the MOL report.

3. Working with Field Heralds & Runners

- a. Field heralds are field staff and as such must also sign in to be on the field.
- b. Runners assist the MOLs and the Herald(s) by running the pairings back and forth between the list field and the MOL table. All runners entering the list field must sign in at the MOL table.
- c. Specify to the Field heralds / Runners how the cards and/or results should be reported to the table.
- d. 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 without proper authorization.. If a minor can show a valid Atlantian fighter card and proof of waiver, they may enter the list field to assist with heralding and running cards.

IV. Procedures and Paperwork for Armored and Rapier Fighting (Adult)

All information entered onto MOL forms must be legible.

Participants must sign in at the Gate before signing in with the MOL (we take people at their word).

The event name and date should be completed at the top of each form before submitting the event report.

A. Sign-In (Adult)

1. Field Staff Sign-In

Use the Field Staff Sign-in form to collect basic information about all MOLs, Marshals, Runners, Heralds, and other non-combatants on the list field. Information collected includes:

- a. Participant's Society and modern name,
- b. Role(s) on the field,
- c. Checked in at the gate,
- d. For Marshals Only: must show a valid authorization in the field they are marshalling and current active marshal warrant,
- e. For MOLs: must show proof of active MOL warrant.

2. Authorizations Sign-In

Use the Authorizations Sign-in form to collect basic information about all fighters wishing to authorize or add on a weapons form. Information collected includes:

- a. Fighter's Society and modern name, and
- b. Weapons form for authorization or add-on.
- c. For Youth, this form also collects the combatant's parent/ guardian information and signature.

3. Armored and Rapier Field Sign-in

Fighters must sign in and prove they are authorized by showing a valid authorization card before entering the List field. Information collected includes:

- a. Fighter's Society and modern name,
- b. Weapons form(s),
- c. Checked in at the Gate, and
- d. For Rapier Field Sign in:
- e. "Rapier Award Rank" means the OP level of award the fighter has received (No award, AoA level, GoA level, Peerage level, no matter the kingdom);
- f. Home Group of the Rapier fighter.

B. Authorizations

1. Verification of Authorization (VoA) form

The VoA is used to collect the information needed for a fighter wishing to authorize or add-on a weapons form, or to renew their authorization. A VoA form should be completed for each renewal, authorization, or add-on weapon.

Information collected includes:

- a. Fighter's Society and modern names,
- b. Fighter's contact information (phone number, AEL name, email),

- c. Fighter's current and new weapons forms,
- d. Fighter's legal signature and the date,
- e. Marshals' legal name, AEL name, legal signature and the date, and
- f. MOL's legal and SCA names, phone number, AEL name, legal signature and the date.

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

- a. Circle any newly and all currently authorized weapons forms;
- b. Draw a single horizontal line through all other weapons forms.

Below the MOL: information section:

- a. Mark which type of authorization has occurred (New, Add-on, or Confirm/ Renewal);
- b. if fighter has a Platinum card, put the card number;
- c. if the authorization is a transfer, indicate the type:
 - youth to minor
 - minor to adult
 - Kingdom from which the fighter has transferred;
- d. date the authorization was entered online.

The VoA form is the official proof of authorization for the fighter. The VoA form is valid for 3 months from the date of the authorization. As long as the fighter has provided a valid AEL account name, they will be able to view and download their permanent fighter card from the Fighter Card System (FCS) soon after the event

MOLs should input authorizations into the FCS as soon as possible after the event and no later than 14 days after the event. Contact the KMOL with any input issues or questions.

2. New Authorization Procedures

A new authorization is necessary if:

- a fighter has not authorized in any weapons form;
 - a fighter's authorization has lapsed for over four years;
 - a fighter cannot prove current authorization.
- a. The fighter signs in on the Authorization Sign-in sheet.
 - b. A VoA must be filled out as part of the authorization process.
 - c. The fighter consults with the Marshals, and fights bouts as directed by the officiating Marshals.
 - d. Once the fighter has completed their authorization, the officiating Marshals inform the fighter of the result. The fighter then reports the results to the MOL.
 - e. If the authorization was successful, the MOL completes the weapons form section of the VoA, and the fighter takes the VoA forms to the Marshals for their printed legal names, AEL names, legal signatures, and the date.
 - f. If the authorization attempt is not successful, MOL should make a note on the Authorization Sign-In sheet (circle S - Successful or U - Unsuccessful)

3. Renewals

As of December 2025, as per Society Earl Marshal guidelines, all fighters must re-authorize in person every 4 years. There is no longer any such thing as a "renewal". When reauthorization is needed, the fighter will check with the Marshalatte to determine what form(s) they will need to reauthorize.

4. Add-On Weapons

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

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

5. Out-of-Kingdom Visitors & Transfers

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

- a. Visiting Fighters' Sign in Procedures
 1. In order to sign in to participate on the fighting field, a visiting fighter from another Kingdom presents their fighter card to the MOL.
 2. The MOL checks to make sure that the out-of-kingdom fighter card is current and records the information requested on the Sign-in form.
 3. Weapons forms may vary in their description / abbreviations of forms. If you are unsure, ask the fighter and/or marshal how the out-of-kingdom card forms correlate to Atlantian weapon forms.
 4. If the Visiting Fighter does not have proof of authorization, they may not fight. Per Corpora, Atlantia cannot issue authorizations to anyone who lives outside our Kingdom nor can royal privilege be exercised.

- b. Out of Kingdom Transfers

When a fighter from another Kingdom moves to Atlantia, they must obtain an Atlantian authorization card within three months of their first Atlantian event. During this three-month grace period, the fighter may fight using their previous Kingdom's authorization card as long as it is still current. To transfer authorization, the fighter should confer with a Marshal. The MOL completes-a VoA, checking the box for "Transfer From Kingdom of" and writing in the fighter's previous kingdom. The Marshalate will determine what forms will transfer from the previous kingdom.

6. Expired Temporary Cards

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

- a. No AEL listed on the VoA, or the AEL listed did not exist online;
- b. The Event Report was never received;
- c. The forms were not legible (or not as legible as the MOL thought they were);
- d. The authorization was not entered into the Fighter Card System (FCS);
- e. If the fighter is a Youth, the paperwork from the Youth authorization was not filed with the KMOL.

Possible resolutions to the problem include:

- a. if the card is within 4 months from authorization the MOL can help the fighter to create an AEL so that the MOL can add the information to the FCS;
- b. if the card is more than 4 months from authorization, alert the MiC. The MiC will

- i.) fill out a VoA form, have two marshals sign the form (after using whatever verification measures the marshallate deems appropriate) and have the MOL check "Confirm" at the bottom, or
- ii.) have the fighter re-do the authorization, which is treated as a new authorization; or
- iii.) advise the fighter that they will need to come to a later event to authorize.

7. Lost or Forgotten Authorization Cards

It is solely the fighter's responsibility to provide proof of authorization. Proof of authorization can be a physical print out from the FCS, a download of the authorization card, or an email from the KMOL stating the fighter is authorized in specific forms.

If proof of authorization cannot be established, then re- authorizing, even as a confirmation, can be a way to allow the fighter to participate on the field in marshal activities.

8. Royal Privilege

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

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

9. Knights without current authorization cards

Members of the Chivalry must sign in with the MOL to enter the field of combat with a current proof of authorization.

Members of the Chivalry who have a lapsed authorization / do not have a card showing in the FCS should fill out a VoA, have 2 marshals sign the form, and note "Confirm" for their authorization. This paperwork will then be processed as part of the event report.

If the authorization of a Member of the Chivalry has lapsed for greater than 4 years the marshallate will decide how best to re-authorize them.

10. MOL activity at Out of Kingdom events

- a. Authorizations
 - i. Before beginning any paperwork, check the rules of the event to see what is allowed. Some interkingdom wars/events may require the initial authorization to have been completed before the event, and only allow secondary authorizations.
 - ii. If there is any question as to whether authorizations are allowed (including adult, youth and minor authorizations), contact the KMOL before proceeding with any authorizations.
- b. Assisting at the MOL table for martial activities, i.e. tournaments and sign ins
 - i. If the activity is sponsored by another kingdom, follow the procedures set by that kingdom.
 - ii. If the activity is sponsored by Atlantia, follow Atlantian procedures.
 - iii. If the event has a primary check in point, fighters may have already gone through that process to prove current authorization. Sign in of fighters is only for pairing or filling in of a tournament tree (i.e., no proof of authorization required).

V. Minor and Youth Combat - Procedures and Paperwork

Minor combatants are fighters who are 16 or 17 who wish to become authorized to participate on the adult fighting field, on the armored field and / or on the rapier field. Minor combatants may be authorized in any weapon form for armored combat or rapier combat.

Once a minor is authorized to participate on the adult fighting field, they are subject to the same rules and regulations as the adult fighters. Additionally, a youth who has begun fighting as a Minor in any discipline may not regress to the Youth Combat field of that discipline without consultation with marshals.

The Equestrian field is always considered an adult field. Anyone under the age of 18 who is participating on the Equestrian field is designated a Minor Combatant. On the Equestrian field:

Minors may authorize as young as 5 as an Equestrian Rider (EQR);

Minors aged 10-17 may authorize up to the level of Equestrian Lancer (EQL).

See Section VI for Equestrian Procedures and Paperwork.

Youth Combat (YC) is a separate program of combat for children ages 6-17. Those children who are participating in either youth armored and/or youth rapier fighting will practice and compete against opponents of their same age and/ or general capabilities, and at no time ever face an adult in combat.

A. Minor Authorizations

1. Medical Authorization Form

The Minor Medical Authorization Form (MMAF) is required for all minors who attend practices and events without the presence of their parent/legal guardian. The MMAF must be completed by the Minor's parent/legal guardian and signed in the presence of a notary.

The purpose of this form is to appoint specific individual(s) the ability to give consent to medical treatment, should the Minor require emergency medical attention. A Minor may not fight without the presence of either their parent/legal guardian or one of the individuals named in the MMAF. This form is not kept when presented, but simply confirmed and returned to the holder.

2. Procedures for Authorizing a Minor

It is the responsibility of the minor, the parent/legal guardian, and the training marshal to ensure all the procedures and necessary paperwork are completed prior to authorization of a minor (refer to <http://yc.atlantia.sca.org/> for more information on the fighting divisions, society and kingdom rules, as well as additional resources).

For MOL forms and resources regarding Minor Authorizations, see the "Minor Paperwork" section at <https://MOL.atlantia.sca.org/MOL-forms/>.

When communicating with the MiC before an event, the MOL should ask if the MiC knows of any Minors who will attempt to authorize to ensure that all paperwork is ready for the authorization.

a. The following individuals must be present for a Minor combatant to authorize to fight with adults in any discipline:

- Parent/Legal guardian with partially completed original Minor Authorization Form.
- Authorizing Minor
- Kingdom Earl Marshal or designated Deputy

- Marshal-in-Charge for the event
 - MOL with Verification of Authorization and Minor Waiver.
 - All of the paperwork involved in the Minor's authorization must be reviewed by the KEM or designated deputy before being processed by the Kmol.
- b. Once the Minor has been deemed prepared to authorize by the marshal overseeing training, advanced preparation is required to arrange an event at which all who must be present can attend.
 - c. The original Minor Authorization Form should be provided to the MOL-IC for the event at the time of authorization by the parent/legal guardian. Note: for the Equestrian field the form can be completed at the event at which they are authorizing and neither "first practice" nor "first event" is required. They should list their Authorizing Event as their first event on the form.
 - d. The assembled marshals will execute the authorization and decide if the Minor is authorized to fight on the adult combat field. If the Minor is not ready, the Minor Authorization Form is returned to the parent/legal guardian. The Minor resumes practicing as before.
 - e. Upon successfully authorizing:
 - The Minor and parent/legal guardian must complete a VoA, and the lower half of the Minor Authorization Form.
 - An original signed Minor Waiver must accompany all paperwork.
 - The notation of "MINOR AUTHORIZATION" must be boldly noted on the VoA, and Minor Waiver. There are MINOR VOAs available, but in the event the MOL does not have any of these VOAs an adult VOA clearly marked is acceptable to use.
 - f. The original signed documents of the following should be submitted with the MOL Event Report:
 - Minor Authorization Form;
 - Minor Waiver;
 - Verification of Authorization Form bearing all the legal signatures.
 - g. Minor Combatants are issued a fighter card in the FCS that is marked MINOR and will expire on their 18th birthday, no matter when it was received. Once an authorized minor reaches the age of 18, the individual must work with an MOL to complete the paperwork to transfer their authorization from Minor to Adult.

B. Youth Combat

1. Parent/Legal Guardian Responsibilities

- Parent/legal guardian must be present initially and must complete all forms for authorizations, including weapons additions or changes of division.
- A notarized [Medical Authorization for Minors \(including Youth Combat Permission\)](#) form is used so the youth may participate in practices and event activities when their parent/legal guardian is not present.
- For unauthorized youth, parent/legal guardian must be at the fighting field.
- For authorized youth under 10 years (generally Division 1), parent/legal guardian/named agent from Medical Authorization Form must be at the fighting field.
- For authorized youth over 10 years (generally Division 2 and above), parent/legal guardian / named agent from Medical Authorization Form must be on site. It is recommended that the parent/legal guardian/named agent from Medical Authorization Form tell the Marshal / MOL where they will be on site in case they are needed.

2. Sign In Sheets

Youth fighters must sign in with the MOL.

- If authorized, the youth fighter should show their authorization card
- If not authorized, with approval from the youth marshal, the parent/legal guardian/named agent from the Medical Authorization Form must sign a minor waiver, even if the youth has a SCA Membership card (blue card). The waivers are kept by the MOL and submitted via USPS to the KMOL.
- An unauthorized youth fighter cannot fight in a tournament, but may fight pickups and practice. It is recommended that this be coordinated with the youth marshal before sign-ins start.

3. Procedures for Youth Fighter Authorizations

- Youth and parent sign in as a youth fighter;
- Parent signs the minor waiver;
- The parent must have an AEL.

Youth attempts to authorize:

- If successful, MOL fills out a Youth VoA, and parent, marshal, and MOL sign with legal signatures. The parent's address will need to be written in the margin of the Youth VoA..
- Youth receives their copy of the VOA as their temporary card.
- The KMOL is sent the paperwork including the original VOA and a signed minor waiver to add the youth fighter to the online Fighter Card System.
- When submitting their event report, the MOL DOES NOT scan in the VOA of the youth but instead mails it to the KMOL. The authorization sign in sheet is scanned to record that the youth made the attempt to authorize.

4. Creating a Youth profile in the Fighter Card System (FCS)

The parent/legal guardian must create an AEL in the FCS after the youth has successfully authorized. The KMOL will enter the youth fighter's authorization into the database. The FCS will send an email to the parent of the youth fighter, letting them know that they can access their youth fighter's authorization card. The KMOL will also send the parent/legal guardian a hard copy fighter card to use in the interim as loading the youth fighter to the FCS can take longer than the 90 days listed on the paper copy of the VoA. This card can serve as their youth's permanent card as well. A Youth is authorized for 4 years and will reauthorize to move up in a division or until they age out.

VI. Equestrian

There are three separate tasks that an Equestrian MOL performs:

- Authorizations,
- Scoring, and
- Running the list.

As with any event, the MOL coordinates with the EQ marshal(s) prior to and during the event. The EQ marshal will provide guidance for what kind of assistance and scorekeeping is needed from the MOL in terms of rider participation and scoring. MOLs may serve as a line judge if they have EQGC authorization.

MOLs please note: unlike other fighting fields, only those people with EQGC authorizations may enter the field. If you are the EQ MOL, and you are not EQGC authorized, then you may not walk out onto

the field, even in the course of your MOL duties.

A. Authorizations.

As part of the EQ authorization paperwork, participants will execute an additional state-appropriate waiver, which is submitted with the event report (unless it is a youth, in which case it will be mailed to the KMOL).

Note: the state waiver form is required to be included with any Equestrian authorization.

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

1. **EQGC - Ground Crew.** Anyone wishing to participate in Equestrian activities must qualify as EQGC, which includes taking the Liability Class. Frequently the Liability Class is the first activity of the day so that those people wishing to authorize can then assist with the EQ activities. The minimum authorization of EQGC is a mandatory qualification for Rider. This authorization allows a person to:

- step onto the Equestrian field,
- help reset games,
- pass weapons to riders,
- keep scores,
- hold or move horses.

2. **EQR – Rider.** Riders:

- wield no weapons,
- do not participate in games, and
- are authorized Ground Crew.

The minimum authorization of EQR is a mandatory qualification for Lancer.

3. **EQL – Lancer.** Lancers:

- are authorized to participate in games,
- wield a weapon in one hand only,
- are authorized Ground Crew and Rider.

The minimum authorization of Lancer is a mandatory qualification for Crest Combat, Mounted Combat, Mounted Archery, and Joust.

4. **EQJ – Joust.** Jousters:

- participate in the Equestrian Joust.
- are authorized Ground Crew, Rider and Lancer.

5. **EQCC- Crested Combat.** These combatants:

- must demonstrate the ability to ride safely with appropriate armor, equipment, and weapons at a minimum of a trot, and
- are authorized Ground Crew, Rider and Lancer.

6. **EQMC – Mounted Combat.** Mounted Combat is the equivalent of “fighting on horseback.” These combatants:

- must demonstrate the ability to ride safely with equipment and weapons at a minimum of a trot with no reins, and
 - are authorized Ground Crew, Rider and Lancer.
7. **EQMA – Mounted Archery.** Mounted Archery is the equivalent of Target Archery on horseback. These combatants:
- Must demonstrate the ability to ride safely with equipment and weapons at a minimum of a trot with no reins, and
 - are authorized Ground Crew, Rider and Lancer.
8. **EQD – Driver.** A Driver is authorized to drive a horse and cart or chariot. Drivers must be authorized as Ground Crew in order to be authorized as a Driver.

B. EQ Sign-In

1. Equestrian participants must sign in with the MOL and prove they are authorized by showing a valid authorization card before entering the field.
2. When signing in participants, the MOL should note on the Sign-In form which horse the person will be riding and if the horse will be shared with another rider.

C. Age of EQ Participants

All activities on the EQ field are considered to be on an Adult field. Thus, all participants are either considered Adult or Minor, depending on their age.

Children may be authorized in Atlantia at the age of 5 to 9 for the authorization as EQR.

Equestrian Participants aged 10 to 17 years are considered Minors of the EQ field, and will be allowed to authorize up to EQL.

MOLs should treat all the non-Adult EQ authorizations the same as any Minor Authorization and include the requisite paperwork:

- A “Minor” VOA,
- A Minor Combatant Authorization form, and
- The state-appropriate EQ waiver.

D. Scoring Activities

The MOL and Equestrian MiC will coordinate in advance of the event to determine if event-specific scoring forms are needed. In many cases the Equestrian MiC will provide the forms if the generic forms (online on MOL page) do not suffice.

The MOL will follow the directions of the Equestrian MiC on how to score the activities.

VII. Hounds Coursing - Current Martial Experiment

As with any event, the MOL coordinates with the Hounds Marshal(s) prior to and during the event. The Hounds Marshal will provide guidance for what kind of assistance and scorekeeping is needed from the MOL in terms of Handler and Dog participation and scoring.

Procedures will be clarified as the experiment proceeds. Refer to the Marshallate for any questions.

VIII. Event Reporting - MOL Event Report

A. Requirements

1. An event report is due to the Kingdom Minister of the List within 14 calendar days of the date of the event.
2. All official events that advertise martial activities require a report. If martial activities are advertised but do not happen, a report must still be filed noting that the martial activities did not occur. These events include:
 - a. Official Events with martial activities, tournaments and/or melees,
 - b. Universities,
 - c. Official Demos, published in the Acorn or via other official media, and
 - d. Approved practices where authorizations are performed.
Authorizations done at practices, except in the case of Youth Combat, must still be entered as a "report" with the list of signed in authorizations and VOAs need to be submitted online and listed under the "OTHER" report header stating it was a practice and where located. No indication of fighting tournaments or styles are needed to be entered onto the report, although the number of people at the practice will complete the number attended portion of the form.
3. Documents with original signatures should be submitted to the KMOL for the Kingdom's records for Youth and Minors. The adult reports must be scanned in and attached to the report in the warrant database. The forms are kept for 7 years in the event there is a need to review the original paperwork. If the MOLIC does not wish to house these reports they can be sent to the KMOL for such purposes.

B. Elements of the MOL Event Report (should include):

1. The MOL Event Report form, which acts as a cover sheet for the rest of the documentation. The MOL Event Report form summarizes:
 - Contact information of the marshal in charge of that field
 - Contact information of the MOL of that field
 - The authorizations that occurred
 - The types of activities / tourneys / competitions and winners
 - The number of participants on that field
 - Any problems on the field or with staff
 - Any additional MOLs, MOL-iTs, and/or MOL-As.
2. The Field Staff Sign in Sheet
3. The Authorization Sign in Sheet, if needed
4. The Armored/ Rapier/ EQ/ Hounds Sign in Sheet

5. Copies of VoA forms, with the exception of Youth and Minor VoA forms
6. Copies of any tournament trees, round robin tables, or Bearpit roster score sheets used.

Note for multi-day events- each day should have its own report filed.

C. Completing the Report

There are 2 parts to completing the Event Report for an MOL:

1. The MOL enters the report into the warrant database system with all of the forms attached to the report for review. Online event report forms are submitted at:
<https://warrant.atlantia.sca.org> MOL Warrant > Submit a New Report.
2. The MOL enters the authorizations into the FCS at that time.

Additionally, original copies of Minor and Youth Paperwork (with signatures) must be submitted to the KMOL via USPS. **DO NOT SCAN** the Youth or Minor VOA's or waiver forms as this is contrary to SCA rules on youth and minor privacy, however, the authorization sign in list and youth sign in list for youth activity reporting may be submitted.

IX. Crown Tournament Preparation and Procedures

By Kingdom Law, Atlantian Crown Tournament is run as a double elimination tournament

Note: In order to avoid a conflict of interest which may lead to questions concerning the validity of the Crown Tournament results, the KMOL or designated MOL-IC and all MOL staff should not have close association with anyone fighting in the tournament. Examples include, but are not limited to, being squired to or married to a combatant. The MOLs should also not walk in any procession of combatants and must remain neutral.

A. Before Crown Tournament

1. The KMOL will work with other Kingdom officers, including the Kingdom Seneschal, the Kingdom Earl Marshal, and the Herald's office (usually Triton Herald).
2. The KMOL must verify authorization of all the fighters, including all the fighters' authorized fighting types.
3. The KMOL should coordinate with Their Majesties on the details of how the tournament should proceed. The KMOL will work with the Herald's Office to determine the Order of Precedence to meet Their Majesties' tournament specifications.
4. The KMOL will prepare a sign-in list that includes a place for each fighter and consort to sign ("Acknowledgement for Crown Responsibilities"). An additional form will include fighter authorization verification.
5. The KMOL will prepare a Field Staff Sign-in based on communication with other Kingdom Officers as to who will be assisting with the Tournament. All credentials will be verified prior to the Crown Tournament if possible.
6. The KMOL will ensure sufficient forms for the projected tournaments.
7. The KMOL will work to assure adequate staffing of the MOL Table. All MOL staff running the tournaments are all warranted MOL's with preferably 1 year's experience in the field. Other assistants who are not warranted may help with running cards to the field or communication between the field and the table.

8. KMOL note concerning “internship sessions”: due to the nature of Crown Tournament, MOL-IT’s and MOL-A’s may assist with the above non warranted activities, but cannot be paired for training mentorship at Crown tournament. Due to the critical nature of Crown Tournament, none of the MOL’s at the table can allow an unwarranted person to run a tournament. Crown is also highly stressful, and any errors are answerable, not only to the Kingdom, but potentially to the Society and BOD. As such, in an effort to minimize the stress and limit the potential for such errors, no “internship session” for the purpose of becoming a warranted MOL may be done at Crown.
9. It is recommended to have at least three people at the MOL table to run the double elimination tournament,
 - a. One MOL to record the details of the main tournament on the tournament form and
 - b. Two additional MOLs to:
 - i. assist in any preliminary rounds;
 - ii. ensure information is recorded correctly;
 - iii. help sort pairings.
10. The KMOL will coordinate with the event steward to ensure that there will be a tent(s) provided as well as tables. The KMOL will coordinate with the Field Steward as to the placement of the MOL tent(s).

B. Day of Crown Tournament

1. The KMOL will prepare the table, as well as all necessary sign-in sheets. All regular sign-in procedures must be followed
2. The KMOL will verify that all fighters and consorts have signed the Acknowledgement for Crown Responsibilities.
3. Their Majesties will determine whether to use Round Robins, bye fights, or challenge-ins to set the Crown List. The KMOL will run whatever preliminary rounds are necessary to reduce the pool to the size field requested by the Crown. Additional warranted MOLs may be needed if there are multiple pods in this preliminary round.
4. After the preliminary round, if any, the KMOL will prepare the double elimination tournament tree as directed by the Crown.
5. As per Kingdom Law, “once the Crown Tournament list is drawn and set into the list tree The Crown [*Their Majesties*], Marshal in Charge of Crown Tournament, Kingdom Earl Marshal and MOL-IC shall sign off on the list. Once signed, no changes may be made to it unless all of the above listed signatories agree to and sign off on the changes.”.

C. After Crown Tournament

1. The KMOL or designated MOLiC will sign the "official" tournament form, which will be included with the Event Report.
2. The KMOL or designated MOLiC must file an Event Report on the Tournament, including the double elimination tournament record.
3. The KMOL will keep the Crown Tournament Event Report in the KMOL archives.

Appendix A - Abbreviations and Glossary

Acorn: The official newsletter for the Kingdom of Atlantia.

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

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

Field Staff Abbreviations:

M – Marshal

H – Herald

MOL – Minister of the Lists

O - Other

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

KMOL: Abbreviation for Kingdom Minister of the Lists.

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/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). For the EQ field, all participants under the age of 18 are considered Minor Combatants.

MOL: Abbreviation for Minister of the Lists.

MOL - A: Abbreviation for MOL-Assistant, an unwarranted assistant to the MOL

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

MOL-iT: Abbreviation for MOL-in-Training

SCA: Abbreviation for the Society for Creative Anachronism, Inc. Also referred to as the Society.

SCA Participation Waiver: Signed statement indicating that the participant will not hold the SCA responsible for damages incurred to them while participating at an SCA activity. For youth and minors there is a Minor Waiver that is signed by the Parent/Guardian.

VoA: Abbreviation for the Verification of Authorization Form.

Authorization forms:

Heavy/Armored

WS – Weapon and Shield

DW – Double Weapon

GW – Great Weapon

PW – Pole Weapon

SP – Spear

MWA – Missile Weapon Armored

SW – Siege Weapon

Rapier

LP- - Light Rapier (Formerly EP – Epee)

R - Rapier (Formerly HR – Heavy Rapier)

HRT - Rapier Two Handed

CT - Cut and Thrust

CTT - Cut and Thrust Two Handed

MWR - Missile Weapon Rapier

RS - Rapier Spear

Equestrian

EQR – Equestrian – Rider

EQL – Equestrian - Lancer

EQJ – Equestrian – Joust

EQCC – Equestrian – Crested Combat

EQMC – Equestrian – Mounted Combat

EQA – Equestrian – Mounted Archer

EQD – Equestrian – Driver

EQGC - Ground Crew

Youth Combat

Armored

Div 1- Young fighter from age 5-10

Div 2- Youth fighter usually from age 10-15 consists of a 2 heavy weapon forms 1 handed and 2 handed

Div 3- Youth fighter usually from age 15-18 consists of individual weapon forms WS, DW, GW, PW and SP

Rapier:

There are only 4 divisions and they are based on the level of skill the youth combatant displays when authorizing along with their age.

Div: 1, 2, 3 and 4

Appendix B – Suggested Supply List for the MOL

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

Reports and Forms

- Authorization Forms
 - Verification of Authorization forms
 - Youth and Minor Authorization Paperwork
 - Youth Authorization Procedures
 - Minor Authorization Procedures
 - Youth Verification of Authorization Form
 - Youth Temp Cards
 - Minor Authorization Form
- Waivers
 - Adult Waivers
 - Minor Waivers
 - Equestrian Waivers if applicable (Make sure to get the waiver for your state.)
- Event Report Forms
 - It saves time to pre-fill the MOL section with your info before making copies.
- Sign-In Forms
 - Field Staff Sign-In
 - Sign-In for all applicable disciplines (armored, rapier, equestrian, hounds)
 - Authorization Sign-In
 - Youth Sign-In
- Tourney Form(s) for the planned tourney(s), including round robin, bear pit scoring, Bedford Points score sheets, etc.

Office Supplies

- Pens and Pencils
- Index Cards (different colors can make life easier!)
- Clipboards
- Paperclips
- Paperweights

Personal Supplies

- Snacks and Drinks
- Sunscreen
- Chair