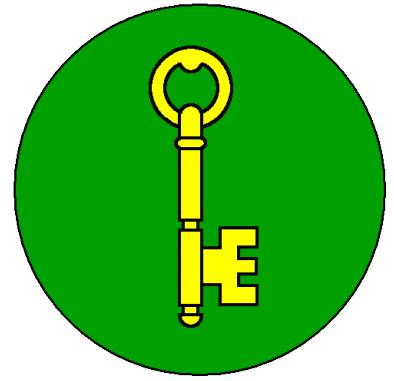


EAST KINGDOM

Office of the Chatelaine

Chatelaine Handbook



EAST KINGDOM

Chatelaine Handbook

This is the East Kingdom Chatelaine Handbook, a publication of the Chatelaine's office of the East Kingdom, Society for Creative Anachronism, Inc. Additional copies are available from the East Kingdom Chatelaine. This is not a corporate publication of the Society for Creative Anachronism, Inc., and does not delineate SCA policy.

Material in this handbook is intended for use by Chatelaines within the East Kingdom in the performance of their jobs, by their deputies, and by Seneschals for groups that have no Chatelaine. This handbook is not intended for newcomers. Information for newcomers about the Society for Creative Anachronism can be found at www.sca.org/newcomers.html, in the appendices, and at other sources mentioned in the section on Information Sources for Newcomers.

Articles in this handbook were contributed from the following sources:

- The Chatelaine Handbook, Kingdom of An Tir
- The Chatelaine Handbook, Kingdom of Atlantia
- The Chatelaine Handbook, Kingdom of Glenn Abhenn
- The Chatelaine Handbook, Kingdom of Meridies
- The Chatelaine Handbook, Kingdom of the Mid
- The Chatelaine Handbook, Kingdom of Northshield
- The Known World Handbook
- Organizational Handbook of the Society for Creative Anachronism
- Seneschal's Handbook
- Society Seneschal's Policy
- East Kingdom Law
- East Kingdom Chatelaine's Policy
- How to Reach Newcomers by Lady Alison Wodehalle, East Kingdom
- As well as additional material found at www.sca.org

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Introduction

A Chatelaine is a link between the SCA and the everyday world.

Welcome to the Office of Chatelaine of the East Kingdom. With this commitment, you have become the face of the SCA in the East for newcomers and for all those new to our Kingdom. Thank you for your commitment and service.

This handbook is intended to assist you in your position as a Chatelaine of the East. It contains valuable information to help meet your local group's needs with recruitment, retention, education, development, and reporting, as well as ultimately assisting newcomers. It is a very exciting and challenging office, but one of utmost importance since it helps our society to prosper and grow.

What is a Chatelaine?

Historically, a Chatelaine was the keeper of a household or castle. A chatelaine was also a type of book worn on a belt to keep small valuables close at hand, such as keys to the house or storage rooms.

The word "Chatelaine" is used throughout this publication to refer to the SCA officer responsible for orienting newcomers. (Please note that "Chatelaine" is the feminine form of the title, while "Chatelain" is the masculine.) Other Kingdoms may call their newcomer officer the Hospitaller, Castellan, or Gold Key instead of Chatelaine. However, in the East it is customary to use Chatelaine/Chatelain.

Everyone is a chatelaine for the kingdom. Whether your interests lie with arts and sciences, heavy weapons, fencing, archery, or any of the many diverse activities, your enthusiasm is contagious and a magnet for new members. Recruitment is crucial to the survival of the Kingdom. A positive attitude and warm welcome go a long way in helping newcomers become potential members. Change and growth are good. They keep the group healthy as new members contribute their ideas. Always conduct yourself in a courteous and chivalrous manner and remember that "we were all new once."

As Chatelaine, you must also be comfortable with and willing to greet and speak to strangers about the SCA, or delegate this task to a more outgoing deputy. The Chatelaine is the person that explains, in everyday terms to bystanders, what is happening. The Chatelaine is making sure that a new member is taking everything they need to an event. You hand out flyers one day and help newcomers understand our terminology and traditions the next. You will need a strong understanding of the Society and the ability to explain everything in terms that anyone can understand.

Job Descriptions & Responsibilities

The chatelaine's primary function within the SCA is to welcome newcomers and help them become familiar with the SCA's and Kingdom's customs and traditions.

In the SCA, the Chatelaine is a deputy of the local Seneschal. Like the Seneschal, the Chatelaine serves as a bridge between the modern world and the Current Middle Ages. Work with your local seneschal to get approval for Chatelaine activities like new handouts, proposed demos, and media attention. You may also be responsible to a local governing body (such as a curia or general meeting) or to the local Baron and Baroness if you are a Chatelaine in a Barony. On the Kingdom level, you are responsible to the Kingdom Chatelaine, who is in turn a deputy to the Kingdom Seneschal. You must file a report on your local activities as Chatelaine each quarter. (For details, see the "Reporting" section on page XX.)

Depending on the structure of your local group, you may also be responsible for other functions involving newcomers. If your group does not have a demo coordinator, you may be responsible for organizing and promoting demos. Note that even if your group does have a demo coordinator to deal with the logistical details of a demo, you may still be responsible for providing the appropriate materials for interested newcomers. Many groups maintain a collection of garb that is available for newcomers to borrow and use until they get their own, often called the "loaner garb" or "gold key."

As Chatelaine, you are often one of the first contacts that a new member makes and so it is important that you be as welcoming and helpful as possible. You should be proactive about seeking out new members and offer to help them find the information they need to make the SCA an enjoyable experience. You should be able to inform new members about the activities available in the area, introduce them to local members, especially guild heads and officers, and help them borrow or acquire appropriate gear. The Chatelaine must also work with the established members of the local SCA community to ensure that newcomers are welcomed and included in the group.

In the East, the Chatelaine position is a Greater Office of State. Baronies are required to have a Chatelaine; smaller groups are not required to have a Chatelaine. However, given the importance of recruiting and retaining new members, it is highly recommended that every SCA group have a Chatelaine. Chatelaines are required to be paid members of the Society for Creative Anachronism. Generally the term of office is two years. In groups that have no Chatelaine, the responsibilities of the Chatelaine belong to the group Seneschal.

The responsibilities of a Chatelaine vary somewhat from group to group, but the job description above covers the basic expectations of the office. Check with the previous Chatelaine or other local officers if you have any questions or concerns about the Chatelaine's role in your group.

Local Chatelaine

A local Chatelaine must reside within the boundaries of the branch served, defined by the current East Kingdom postal code list maintained by the office of the Kingdom Seneschal; be at least 18 years of age to hold the office; hold a current membership in the SCA, and maintain this membership without a lapse for the duration of your term of office; have a valid mailing address and phone number, and keep the Kingdom Chatelaine and your branch Seneschal informed of any change to your address, phone number, or email address.

As an officer in the SCA, and the first point of contact for those new to the SCA, you are expected to read and uphold Corpora, the Society Media and Demo policies, Kingdom Law, and the policies of the office of Chatelaine. You are expected to read and familiarize yourself with the East Kingdom Chatelaine Handbook.

The duties of a Local Chatelaine include:

- Assist and mentor both new and relocated members, with the customs of the SCA, the East Kingdom, and your local group.
- All Communication which occurs under the auspices of your office is to remain courteous and welcoming, and should reflect the fact that you are an officer of this Society.
- Many of our newcomers are finding us through web searches, and are more comfortable making their first contact via electronic means.
- Every effort should be made to provide access to your office through electronic means.
- Every effort should be equally made to maintain an up-to-date and newcomer friendly website for your local group.
- It is not appropriate to represent yourself in persona while performing the duties of your office.
- Be knowledgeable about resources useful to newcomers, such as local sources for fabric, or feast gear.
- Host and attend newcomer meetings or workshops
- Supervise and assist with demos.
- Plan a strategy for newcomer recruitment and a strategy for retention. Review and reevaluate your plan annually.
- Attend your local group's officer meetings.
- You are encouraged to join the EK Chatelaine group email list. This is the primary method in use by the Kingdom Chatelaine to send group reminders or notifications. If you do not join this group, you are responsible for remaining up-to-date on policy changes, reporting deadlines, etc.
- Although not mandatory, you are also encouraged to join the EK Chatelaine's Facebook page.
- You may appoint deputies to your office as needed.

- If Chatelaine is a required office for your group (baronies, provinces, and principalities), then you should have a deputy to mentor and train for the office, should the need arise. If Chatelaine is not a required office for your group, it is still strongly suggested that you appoint a deputy.

Deputies: The job of Chatelaine can be overwhelming at times. Consider taking deputies to assist you. Often this is a great way for someone who is not quite ready to take on an office of their own to learn about being an officer in the SCA. Deputies can be either assigned to a specific function (as demos and Gold Key fall under the auspices of the office of Chatelaine, these coordinators are by default always a deputy of the Chatelaine), or they can be general helpers who assist you when there may be too many newcomers to handle alone. Remember to send thank you notes to those people who are especially helpful – it makes them feel appreciated and much more likely to be willing to help you in the future!

- **Demos:** Demos are the number one way of introducing and finding new recruits for the SCA. The type of demo to focus upon becomes a vital question. A major cause of chatelaine burn-out is doing too many demos. Yes, doing an elementary school demo is fun and rewarding but the likelihood of recruiting new members is low. On the other hand a demo at a college or Renaissance Fair is ripe with new recruits.
 - The Demo Coordinator is an optional deputy position, to assist the chatelaine with handling demonstrations.
 - The Demo Coordinator is to be appointed and mentored by the Chatelaine or by the Seneschal when the Chatelaine office is vacant.
 - The person appointed will have a good working knowledge of the SCA, and will represent the SCA according to the Society Demo and Media policies.
 - The Demo Coordinator will familiarize him/herself with the Society Demo policy, the Society Media policy, and the East Kingdom Chatelaine policies.
- **Gold Key:** You will endeavor to build and maintain a Gold Key collection of loaner garb and gear.
 - Gold Key Coordinator is an optional deputy position, to assist the chatelaine with the handling and maintenance of loaner garb.
 - Ideally, your Gold Key should contain garb in a variety of sizes for both sexes. It should be clean and in good repair.
 - Organize your Gold Key and keep a written inventory of what you have. Update the inventory every time you get rid of items or add to it. It is also helpful to put at least a rough idea of sizes on the inventory. This will make it easy to tell what you have at a glance. If you find that you are using more of certain sizes than others you may need to adjust your inventory accordingly. Consider a group sewing day to make more or solicit donations from current members who may no longer need some things in their closet.
 - It is also useful to have feast gear as part of the Gold Key.

Regional Deputy Chatelaine

The Regional Deputy Chatelaines are appointed by the Kingdom Chatelaine. They must familiarize themselves with Corpora, the Society Media and Demo policies, Kingdom Law, and the Policies of the office of East Kingdom Chatelaine. There are four regions in the East Kingdom, each with its own Regional Deputy Chatelaine: North, Central, South, and Tir Mara.

The duties of a Regional Deputy Chatelaine include:

- Receive, read, and summarize the quarterly reports of the groups in your region.
- Provide a summary report to the Kingdom Chatelaine by the 30th of the month in which local reports are due, allowing a 2 week period to summarize, and to contact groups if needed.
- Acknowledge as received, the local reports within 3 three days of when you receive them. This means to send a reply to the sender, as a courtesy so they know the report has arrived.
- Summary reports will contain the following:
 - Total number of newcomer contacts in your region.
 - Total number of newcomers who have participated after initial contact.
 - Problems or Conflicts.
 - Your recommendations.
 - A record of all reports received late.
 - A record of any groups failing to report.
 - Your contact information including mailing address, email address, phone number, legal name, society name, membership number and expiration date.
- Regional deputies will hold at least twice annual meetings in their region for local chatelaines, preferably in the spring and fall, at a large event in your region.
- Mentor and support the local chatelaines
- Communicate at least quarterly with the local chatelaines.

Kingdom Deputy Chatelaine

The Kingdom Deputy Chatelaine, also called the Drop Dead deputy, is to be appointed by the Kingdom Chatelaine. He/she will be rostered, and will provide to the Kingdom Chatelaine contact information including mailing address, email address, phone number, legal name, society name, membership number, and expiration date. Term of office will end when the Kingdom Chatelaine leaves office, but may be renewed by the incoming Kingdom Chatelaine; however, s/he may resign by written notice.

The duties of the Kingdom Deputy Chatelaine are to assist the Kingdom Chatelaine. S/he must familiarize him/herself with Corpora, the Society Media and Demo policies, Kingdom Law, and the Policies of the office of East Kingdom Chatelaine.

Kingdom Chatelaine

Just as you have certain responsibilities to your local group and to the East, the Kingdom Chatelaine has certain obligations to all the local chatelaines.

The Kingdom Chatelaine is a resource for materials and information. Local chatelaines can request educational materials such as the Society handbook, sample publicity items, newcomer handouts and other publications from the Kingdom Chatelaine. However, this sort of information sharing can be a two way street – if you develop new materials or a strategic plan to attract and/or retain member, please be willing to share with the all the chatelaines. Sharing good ideas, success stories, and even mentioning things that didn't work can be valuable information when passed along to the other chatelaines in the Kingdom.

The Kingdom Chatelaine can also answer questions about your position or help you problem solve if any issues arise that you are not comfortable handling personally. If needed, the Kingdom Chatelaine can direct you to other resources to help resolve problems or questions.

The Kingdom Chatelaine will periodically hold chatelaines' meetings to converse with chatelaines face-to-face. During these meetings, the chatelaines will discuss common concerns and strategies for welcoming newcomers. In addition to these meetings, an email list is available so that branch chatelaines may use one another as resources throughout the year.

The office is also expected to coordinate with the Kingdom Media Deputy and the Seneschal's Office in dealing with the media. The Kingdom Chatelaine's guidance and leadership can influence attitudes or initiate policies that will strongly impact the growth and well-being of the East.

The duties of the East Kingdom Chatelaine are:

Laws and Policies: As Kingdom Chatelaine, it is your responsibility to thoroughly understand the East Kingdom Laws and Policies that specifically address the duties and responsibilities of chatelaines at all levels. You should also be familiar with Corpora. Be familiar and compliant with Society Seneschal Policy as delineated in the Seneschal Handbook. Many Kingdoms have in their Laws and Policies specific reference and delineation of the Office of Kingdom Chatelaine. East Kingdom Law defines the duties of Kingdom Chatelaine under section F. Individual Duties of the Kingdom Officers. If you feel that it needs revision, then work with your Royalty and Kingdom Seneschal to formulate a description of your duties, for incorporation into East Kingdom Law.

You should also review or develop Policies for your deputies, regional, principality and local officers; again, submit them to your Royalty and Kingdom Seneschal for incorporation into the Kingdom's documents.

Local Officers and Maintenance of Roster: As Kingdom Chatelaine you should keep a Roster that includes the name (modern and SCA), address, telephone number, e-mail address (if available) of all chatelaines in the East. These include deputies (Regional, Principality, etc.) and local chatelaines for all groups in the East, including those with incipient status. In the East, a roster system is in place, rather than warrants. Local chatelaines will be placed on the roster after providing contact information to the Kingdom Chatelaine.

Communication within the Chatelaine Hierarchy: It is recommended by Society that you request at least quarterly reports detailing the status of regions and individual groups, and provide a firm and well-publicized deadline for receipt of these reports. These reports may be received directly from local chatelaines, or from subordinates who receive and compile data from the local groups. You should periodically speak directly to at least your immediate subordinates, and draft letters for distribution to all chatelaines. You should also mandate that subordinates immediately notify the person to whom they normally report if significant problems arise that impact the Chatelaine's office. The Kingdom Chatelaine reports quarterly, or as required, to the Society Chatelaine.

Quarterly information to send the Society Chatelaine should include:

- Status of Office and current contact information.
- Major problems being dealt with. Any problems or issues which garner unsolicited media attention need to be immediately brought to the attention of your kingdom superior, the kingdom seneschal and the kingdom media officer.
- Major "Good Things" to report.
- What you did last quarter.
- What you plan to do next quarter.
- Any questions or areas where help is needed.
- Year-end Domesday information should include, besides the above, how many local chatelaines report to you and what percent of groups have a chatelaine.

Communication within the Kingdom: As Kingdom Chatelaine it is your duty to maintain communication with the other East Kingdom officers, your Royalty, or other Kingdom-specific governing bodies such as Curia. Reports received from subordinates must be compiled and presented to these entities. It is also vital that you maintain positive communications with the populace of your Kingdom through the Kingdom newsletter. This should be done, minimally, on a quarterly basis, but monthly letters are recommended. Through this medium the populace can be informed about the activities of the Chatelaine's office; exhorted to help with recruitment, education, and integration of new Society members; and notified about individuals and groups doing a particularly fine job in assisting newcomers.

Compilation or Development of Materials: There is considerable information for newcomers to the SCA which is available both in traditional print sources and on the Internet. You should choose informational articles of particular importance and insure that all local chatelaines have, at a minimum, this material to select from for distribution to newcomers.

You should also assure that up-to-date and accurate, newcomer-related information is presented by the East on the Internet. At a minimum the East Kingdom site should include links to the newcomer and chatelaine-related materials found on the www.sca.org site. You should also assure that an e-mail address is available for contact for those inquiring about the SCA in your Kingdom.

Demos: Help your local chatelaines to find a balance of demos or to have an assistant in charge of demos.

The official [SCA Demo Policy](#) is online (from the Society Seneschal's Handbook, Appendix E).

Coordinating with the Kingdom Media Liaison; Fostering Public Relations: You should work with the Media Liaison of the Kingdom Seneschal to help maintain positive publicity throughout the East Kingdom for the SCA, Inc. Local officers should be provided with the SCA media kit, policies and contact information for the Kingdom's media liaison as well as educated about proper methods of dealing with the media. In addition, local groups should be encouraged to utilize the local media for publicity to develop membership.

If a negative article or newsworthy negative event concerning an SCA member arises, contact the Society Media Liaison immediately, both by e-mail (media@sca.org) and by phone, as well as the East Kingdom's Media Liaison and the Kingdom Seneschal. You should **under no circumstances** make any statements to the media on behalf of the SCA. You should, instead, refer members of the media to the Society Media Liaison for any statements. The Society Policy for Media Relations is at <http://www.sca.org/docs/mediapolicy.pdf>.

Taking Office

Every organization requires a steady stream of new members to bring in new ideas and enthusiasm, as well as to replace members who may have moved or are no longer able to participate. This simple fact makes the role of Chatelaine extremely important to the wellbeing and continued existence of the Society.

The procedure for taking an office varies from group to group. Some branches require a vote; others allow the office to simply be appointed as a deputy of the Seneschal. Chatelaines will be selected by local custom, by the branch in which they reside. In the East, a roster system is in place, rather than warrants. You will be placed on the roster after providing the in information listed below to the Kingdom Chatelaine copying the Deputy Kingdom Chatelaine, the Regional

Chatelaine, and your local Seneschal. Note that this list is not necessarily inclusive, as there may be additional expectations or duties in your group.

- Send a letter, either via email or via postal mail (email being the preferred method) to the East Kingdom Chatelaine copying the Deputy Kingdom Chatelaine, the Regional Chatelaine, and your local Seneschal, stating you have taken office. This is to be accompanied by a letter from your branch's seneschal verifying the change in office.
- In the East, a roster system is in place, rather than warrants. You will be placed on the roster after providing the Change Officer form to the Kingdom Chatelaine.
- For branches that do not currently have a chatelaine, the roster will list the seneschal's name, with the notation "seneschal" until that position is filled.
- Term of office shall also be according to local custom.

Leaving Office

Remember when you were new to the office and how it felt. Consider working with the person(s) interested in the position prior to your departure or with a deputy. It is a good opportunity to train a replacement before you step down.

Once you have decided to leave the office of Chatelaine, you still have several important duties. As with the taking office section, this may not be a complete list, so check with other local officers if you have any questions about local customs and expectations. Your written resignation should be sent to your local seneschal, the Kingdom Chatelaine, the Kingdom Deputy Chatelaine, and to your Regional Deputy Chatelaine, so that your name can be removed from the roster.

You may be removed from office for any of the following reasons:

- Failing to maintain membership requirements
- failing to meet the reporting requirements
- infractions against the East Kingdom Chatelaine policies, Kingdom Law, or Corpora
- or by your branch according their custom and Kingdom Law

If your membership lapses, you will have one month to renew. Your deputy or the branch seneschal will be responsible for Chatelaine duties until your membership is current, and at that time you will be reinstated. Failure to renew after one month will result in your removal from office. You will be given warnings for failing to report or infractions against Law and Policy as set forth above.

When you leave the office make sure that all of your records, demo materials, Gold Key materials, and promotional materials are all inventoried and in order for the new chatelaine. Have your replacement and/or deputy help with reports, demos, contacts etc. so they are ready to step in when you are ready to step down.

Reporting

This is the least favorite chore of many officers; however, it is a necessity.

Without reports from you, the Kingdom officers will not know the state of your office or your group. Even an officer's report that says, "I have nothing to report this period" is still a report (although it's not recommended that this be sent repeatedly). No report means that your Regional Deputy must spend time tracking you or your Seneschal down to determine the status of your office.

Quarterly reports are due during the two week period following the end of the quarter as follows: **April 15** (1st quarter January to March), **July 15** (2nd quarter April to June), **October 15** (3rd quarter July to September), and **January 15** (4th quarter October to December and Domesday/annual report). A reminder is sent out on the Chatelaine Yahoo group list and Facebook page prior to the due date. If your report is not received by the 20th day of the reporting month, you will receive a personal email reminding you to send in your report. On the 25th day if your report has still not been received, a late notice will be sent to your Seneschal. If your report has still not been received by the end of the reporting month, your group will be listed as non-reporting to the Kingdom Chatelaine, who will then report your non-compliance to the Crown and the Kingdom Seneschal.

Timely reporting is greatly appreciated. Extensions can be given under certain circumstances, but you must contact your Regional Deputy prior to the report deadline. Please send your report to your Regional Deputy, and copy both the Kingdom Deputy Chatelaine and the Kingdom Chatelaine. (If you are a subordinate group, a courtesy copy of your report should also be sent to the Chatelaine of your supervising branch.) The Regionals need your reports to complete their own reports in a timely manner, so that the Kingdom Chatelaine can report by the deadlines to the Society Chatelaine and Kingdom Seneschal. Delays will throw off the whole chain of events.

Email is the preferred method of sending reports. If you do not have email available, you may send a report via postal mail, but this must be received by the 15th of the month in which the report is due. The email subject line will contain the branch name and the reporting quarter (ie. "Bhakail 1st quarter 2015" or "Concordia 1Q 15").

A copy of the reporting form is attached in the Resources section and is also located in both the Yahoo Group list and the Facebook page files sections. All emails must be in plain text format. Attachments must be in either word doc. or PDF format. Reports sent via postal mail must be typed or printed. All reports must be in a basic font, no calligraphy, and in English or accompanied by an English translation.

Reports will contain the following information:

- Number of Newcomer contacts: If none, please state. Consider including other useful information such as age ranges and areas of interest, if known.
- Age range of newcomers, such as child/minor, young adult, adult, etc.
- How the newcomers discovered the SCA.
- Activities specifically for newcomers or activities in which they participated.
- Activities to retain newcomers, such as follow-up contact after they come out to a practice or meeting.
- Any demos which have been held, including the name of the marshal in charge.
- Status of Gold Key.
- Issues and concerns.
- Your future plans.
- Suggestions for the Kingdom Chatelaine's office.

Your records and files should be kept in a reasonable and orderly fashion. You must maintain records of your reports for no less than two years – electronic records are acceptable so long as they are backed up in the event of a catastrophic failure. Copies you need to keep are (not an inclusive list):

- Quarterly reports you send to your Regional Deputy
- Monthly branch reports
- All correspondence your send/receive under your office
- Any press releases you send
- All publicity you have sent out

Failure To Report

Reports are due each quarter as follows: April 15 (1st quarter January to March), July 15 (2nd quarter April to June), October 15 (3rd quarter July to September), and January 15 (4th quarter October to December and Domesday/ annual report).

On the 25th day if your report has still not been received, a late notice will be sent to your Seneschal. If your report has still not been received by the end of the reporting month, your group will be listed as non-reporting to the Kingdom Chatelaine, who will then report your non-compliance to the Crown and the Kingdom Seneschal.

In addition, branches that fail to file two consecutive quarterly reports will be considered delinquent and the following actions will be taken:

- Branch Seneschal will be informed of the branch's delinquent status.
- The branch may file a late report within one week of notification from the Kingdom Chatelaine. The Seneschal's report for that quarter will be acceptable.

- If the branch is unable to provide a late report, the branch will have until the next quarterly report is due to select a new Chatelaine.
- **If the branch fails to comply after the third consecutive quarterly report, the officer will be removed and/or the branch may be suspended.**

Other SCA Policies

Demo Policy

- I. A demo (“demonstration”) is an organized educational effort to teach and/or display activities of medieval interest in general, and SCA interest in particular, to the general public. They are the primary way of introducing and finding new recruits for the SCA. However, not all demos are the type that results in new members. An elementary school demo is fun, but the likelihood of recruiting new members is low. A university or Renaissance Fair demo is more likely to attract new members, but does not necessarily contain the educational information of a school demo. Both are important, and a group should find a balance between them.
- II. **In order to be covered by SCA insurance, demos must be approved by the sponsoring group’s Seneschal and the branch may restrict who may represent them to the public.** Restricting participation should be done with extreme caution and care. A demo may also be an “event” if it meets the requirements for an event as outlined in Corpora. At any demo, a paid SCA member must be present and in charge of the demo.
- III. Demos where there are no combat-related activities do not require waivers unless they are held as part of an SCA “event.” Therefore, if there is no combat, and the demo is not held at an SCA event, waivers are not required. Waivers may be completed individually, or a roster waiver may be used. It is not required that spectators at demos sign waivers, as long as they don’t become participants.
- IV. As with all martial activities, an authorized marshal of whatever forms are being displayed must be present if there is fighting at a demo. SCA combatants must be authorized in that weapons’ form/style in order to perform at the demo.
- V. Demo organizers should pay particular attention to site/host restrictions regarding SCA and live steel weapons. In general it is not a good idea to allow the general public to handle live steel weapons at a demo and live steel weapons must never be left unattended. SCA weapons (non–live steel) must not be left unattended and in plain sight and access of the public. (They may be stored unattended in tents, trucks, etc.)
- VI. Since observers of SCA demos are generally not familiar with SCA combat activities, special care for safety must be taken. Boundary ropes are strongly recommended, and sufficient safety personnel must be provided to ensure safety of combatants and observers.
- VII. **A member of the SCA may not hit a member of the public with any weapon regardless of whether the member of the public is in armor and gives consent.** Adult members of the public who wish to try armored combat should be referred to the nearest

SCA group for instruction. (Note: target archery is not considered a “combat-related activity,” and so waivers need not be signed for that activity, but be certain that all appropriate safety procedures are taught and followed.)

- VIII. **With specific safety restrictions, supervised children age 12 and under may hit an armored SCA fighter with boffer weapons only, not rattan weapons.** Waivers are not needed from the parents of children who take part in “fight-a-knight” activities. Minimum safety standards include keeping unarmored observers at least 10 feet away from the armored fighter and child. Individual Kingdoms may make more restrictive policies.
- IX. **Whenever a demo is done with children present, a minimum of two unrelated adults must also be in attendance at that demo.** “Children” refers to anyone under the age of legal majority.
- X. No one may bring weapons of any kind onto the grounds of a school without prior knowledge and consent of the school officials.
- XI. There is no SCA policy that prohibits an SCA group from charging a “demo” fee to the organization requesting the demo. However, most groups accept donations rather than charging a set fee. With either a donation or a “demo” fee, all monies should be in the form of a check, payable to the “SCA, Inc., [group name].” Under no circumstances should an individual receive cash or a check made out to them personally. SCA site fees may not be charged at a demo unless the demo is held as part of an SCA event.
- XII. Assuming appropriate safety precautions are in place, and with any necessary instruction, participation is a highly effective method of educating the demo guests—and fun for both the SCA member and guest.

<http://socsen.sca.org/demo-policy/> accessed February 25, 2014

SCA, Inc. Media Policy

In 2004, the Society for Creative Anachronism established a corporate office for Media Relations. This office, with its Kingdom-level counterpart, is responsible for the image and presentation of the SCA, Inc. in the public media (television, radio, newspapers, magazines, and electronic). Communication with media outlets and response to any negative publicity regarding the SCA is the responsibility of the Media Relations office, working with the Kingdom Seneschal. The Media Relations office is also responsible for developing press materials, procedures, and guidelines to be used by local Chatelaines and their groups when working with the local media on recruiting and demos. Only materials developed or approved by the Media Relations office are to be used when communicating with the public media.

<http://sca.org/docs/pdf/mediapolicy.pdf> accessed February 25, 2014

Social Media Policy

We may recreate pre-17th century European history, but we live in the 21st century. Take advantage of available technology. Websites, mailing lists and other social media outlets are very useful tools for attracting newcomers and maintaining contact. Websites should be interesting, informative, up-to-date, quick to download, and easy to navigate. Your website should, at a minimum, contain local contact information, an activities calendar and some general information on the SCA and your local group. Also consider adding a picture gallery, “how to” articles, colorful graphics and any other pertinent information useful to newcomers. If you don’t know how to develop a website there are probably members of your local populace who have the technical skills and are willing to help you develop or revise your website. All you need do is ask for help! Please contact your Seneschal to ensure that the information on your website falls within the guidelines for media interaction.

<http://sca.org/docs/pdf/SCASocialMediaPolicy.pdf> accessed February 25, 2014

East Kingdom Youth/Minor Policy

The Society for Creative Anachronism welcomes families with children to participate in its activities. As an organization that has been in existence for 50 years, some members have grown up in the SCA, and many members who joined when they were single have married and had children. To accommodate these members, the East Kingdom has established the Office of the Chancellor of Minors to coordinate efforts to integrate the youth of the kingdom into the many activities and events of the Society. Many parents would not be able to participate in the SCA without such programs for their children. When recruiting, welcoming, and training families with children or teens participating alone; Chatelaines need to consider the needs of these minors and their parents and work with the Office of the Chancellor of Minors.

http://eastkingdom.org/Law/cban_minor_handbook.pdf accessed February 25, 2014

Resources

Forms:

Sample Communications:

Lexicon/Jargon: <http://sca.org/officers/chatelain/pdf/jargon.pdf>