

LETTERS OF INTENT FOR CROWN TOURNAMENT

Revised January 2005

“WHY DOES THE CROWN ASK FOR THEM AND WHAT SHOULD THEY SAY?”

Seneschals are often asked to explain why the Crown of Atenveldt wishes fighters who participate in Crown Tournament to submit Letters of Intent, and what a Letter of Intent should say. This missive will attempt to answer those questions.

WHAT ARE LETTERS OF INTENT FOR?

Most of you know that the Crown, the Marshallate and the Chivalry are responsible for events on the field during a Crown Tourney. But did you know that the Crown and Seneschal are responsible for checking that all participants are qualified under the rules of Corpora and Kingdom Law? The Crown, Seneschal and Herald's Office use Letters of Intent to make sure everyone in a Crown List meets the requirements to Reign if they win.

ARE WE QUALIFIED TO ENTER CROWN TOURNEY?

- We must both be members and plan to remain members during the Reign.
- We must both have resided in the Kingdom of Atenveldt for 12 months, and been active in the SCA for the 12 months before the Crown Tourney.
- We must both have reigned as Crown, Coronet or as a Territorial Baron or Baroness, or served as an officer on an official level for at least six months.
- We must both have names and devices passed or submitted to the College of Herald's at least thirty days prior to the tournament.
- We must both plan to continue to live in Atenveldt until the Reign ends.
- We must be familiar with Corpora and Kingdom Law.
- We must both be at least 18 years of age.
- We must have a regular means of quick communication and a dependable means of transportation.
- We must both be prepared to be responsible for expenses incurred as Crown during the Reign.
- We must believe the Crown will find us both acceptable to enter the list.
- If I am an unbelted fighter, I must have the name of a member of the Chivalry who will speak for me at the time of the Crown List.
- We must both be willing to swear Fealty to the Crown and Kingdom of Atenveldt if we win. (If not, Kingdom Law outlines what to do.)

WHAT SHOULD A LETTER OF INTENT SAY?

Your Letter of Intent should explain how you AND your consort meet each of these requirements. Especially remember to:

1. GET THEM IN ON TIME. Carefully read what the Kingdom Law says about the delivery deadline.
2. BE SURE THE LETTER GOES TO THE RIGHT PEOPLE. Send your letter to the Crown and to the Kingdom Seneschal (the law requires that you send it to both).
3. BE SURE THE LETTER ARRIVES. Deliver your letter personally, or mail it early. Before the deadline is reached, contact the Crown and Kingdom Seneschal and ask whether your Letter has been received.

4. **INCLUDE FULL CONTACT INFORMATION.** Include your full SCA and modern name, your consort's full SCA and modern name, a mailing address, phone number and email (if you have one) where you can be reached. This allows the Crown to get in touch with you if They have questions.
5. **INCLUDE MEMBERSHIP NUMBERS.** Your letter must include the membership numbers and member expiration dates for you and your consort OR photocopies of proof of membership for both of you (your membership cards, *Southwind* labels, or online membership confirmations). Both memberships must be current on the day the Letter of Intent is received (this will be checked).
6. **INCLUDE YOUR FIGHTER AUTHORIZATION NUMBER:** Your letter must include the fighter's authorization card number OR a photocopy of the fighter's SCA Authorization card. This card must be current (it will be checked).
7. **INCLUDE YOUR SCA NAMES SPELLED EXACTLY AS THEY WERE REGISTERED OR SUBMITTED** so the Herald's Office can verify them. If they are submitted but not passed, it is also helpful if you provide the name of the herald and group where you submitted.
8. **INCLUDE OFFICES HELD AND DATES.** Include the position (Crown, Coronet, Territorial Baron or Baroness, or name of the office), the name of the Group where you each held the position, and the dates you served.

Participation in a Crown Tournament can be one of the most fun things you do in the SCA. Letters of Intent ensure all entrants qualify to compete and serve if they win.

Duchess Katerina O'Callaghan
Kingdom Seneschal