

GUIDELINES FOR SCA EVENTS WITHIN THE KINGDOM OF ATENVELDT

*Guidelines incorporate requirements of all Corporate and Kingdom Governing Documents
Date of Last Revision November 25, 2005*

Local SCA groups in the Kingdom of Atenveldt may choose to hold the following types of events:

- A. Kingdom Calendar Event (Official/Published)
- B. Locally Publicized Populace Event
- C. Populace Meetings

KINGDOM CALENDAR EVENT (OFFICIAL/PUBLISHED)

A **Kingdom Calendar Event (Official/Published)** is listed on the Atenveldt Kingdom Calendar. Events are placed on the Kingdom Calendar at an annual Calendar Meeting coordinated by the Kingdom Seneschal and the Kingdom Calendar Officer. *During the year, events may only be added to the Calendar with permission of the Kingdom Seneschal's office, and after conflicts have been cleared by the Kingdom Calendar Officer.*

A **Kingdom Calendar Event (Official/Published)** must meet the following requirements

1. The event is listed on the Atenveldt Kingdom Calendar published in the *Southwind*.
2. The event is sponsored by a local SCA group in the Kingdom of Atenveldt (Kingdom, Barony, Shire, Incipient Shire, or College), and is open to all members of the populace.
3. The event has a signed, completed Event Form and a proposed budget filed with the Seneschal and Exchequer of the sponsoring group *no later than sixty (60) days before the event.*
4. The event has a signed, completed Event Form filed with the Kingdom Seneschal, the Kingdom Calendar Officer, and the Kingdom Chronicler *no later than the first of the month preceding the month of the event.*

EXAMPLE: Events in February must have an Event Form on file with the Kingdom officers by January 1st, events in March must have an Event Form on file with the Kingdom officers by February 1st, etc.

THE EVENT AUTOCRAT AND THE SENESCHAL OF THE SPONSORING GROUP ARE RESPONSIBLE FOR CONFIRMING THE BELOW OFFICERS RECEIVE THE EVENT FORM:

KINGDOM SENESCHAL: Thegn Robin Huxley of Lands End, OP c/o Can Anderson, 1802 N 11th St, Phoenix, AZ 85006, 602-258-3914, seneschal@atenveldt.com

KINGDOM CALENDAR OFFICER: Lady Danielle Delamare (Danielle J Voogd), 726 N. Avenida Alegre, Tucson, AZ 85745-2254, (520) 770-0737 or calendar_office@atenveldt.com

KINGDOM CHRONICLER: Lady Lisabetta Bartholomea Zanca (Sherri Alger) 4102 West Maryland Avenue, Phoenix AZ 85019 602-672-3415 cell e-mail: Lisabettadizanco@gmail.com

5. The event has an event article published in *Southwind* as follows:
 - a) The article must be submitted to the Kingdom Chronicler *no later than the first of the month preceding the month of the event.* THE EVENT AUTOCRAT AND THE SENESCHAL OF THE SPONSORING GROUP ARE RESPONSIBLE FOR CONFIRMING THE CHRONICLER HAS RECEIVED THIS ARTICLE.
 - b) The article must be printed in *Southwind* before the event.
 - c) The article content must minimally include information from *all* required fields (bolded fields) on the approved Event Form, in addition to directions to the site.
6. The event is conducted according to Society rules.

7. The Sponsoring Group's Seneschal must list the event in their End-of-Year Domesday Report as a ***Kingdom Calendar Event (Official/Published)***.
8. When all of the above requirements are met, the following types of activities ***may be*** conducted at a ***Kingdom Calendar Event (Official/Published)***:
 - a) Site fees may be collected for the event, deposited to an SCA group account for the event, and monies may be disbursed from an SCA group account for costs of the event.
 - b) Member and non-member surcharges are charged, and non-member waivers must be collected and sent to the Kingdom. If no site fee is charged, non-member surcharges are waived, but waivers must still be collected.)
 - c) If combat-related activities will occur, the SCA Waiver Policy applies.
 - d) SCA Insurance applies for the event.
 - e) Crown Tournaments, Coronations, Investitures of new Territorial Baronage may be conducted.
 - f) Warranted Kingdom Officers and Kingdom Deputies may be installed.
 - g) All levels of SCA awards (Society, Kingdom, Baronial) and titles may be awarded.
 - h) Official announcements of Kingdom Law, Kingdom Financial Policy and Society Corporate Policy changes may be completed.

LOCALLY PUBLICIZED POPULACE EVENT

A ***Locally Publicized Populace Event*** is not listed on the Kingdom Calendar. Instead, it is scheduled by the Baron/Baroness (where applicable) and Seneschal of a local group. *The local Seneschal and the Territorial Baron/Baroness (where applicable) are responsible for ensuring the event does not conflict with any Kingdom level "Spotlight" events.*

A ***Locally Publicized Populace Event*** must meet the following requirements:

1. The event is sponsored by a local SCA group in the Kingdom of Atenveldt (Kingdom, Barony, Shire, Incipient Shire, or College), and is open to all members of the populace.
2. The event has a signed, completed Event Form and a proposed budget filed with the Seneschal and Exchequer of the sponsoring group *no later than thirty (30) days before the event.*
3. During the thirty (30) days before the event, a full announcement about the event including date, time, and place must be publicized to as many members of the sponsoring group as possible as stated below:
 - a) An article or announcement must be published in the Local Group's newsletter, including event start time, location, directions, site/feast fees, and autocrat contact information. In the case of an Incipient group, Shire or College that does not have a newsletter, the information must be published in a flyer distributed to the public. **(Required)**.
 - b) The event must be announced at all SCA Official fighter practices, officer and populace meetings held by the sponsoring group **(Required)**.
 - c) The article may be posted on the sponsoring group's website **(Optional)**.
 - d) An information flyer may be mailed or distributed to members of the sponsoring group **(Optional)**.
 - e) Postings may be made to e-groups maintained for the sponsoring group **(Optional)**.
4. The event must be conducted according to Society rules.
5. The Sponsoring Group's Seneschal must list the event in their End-of-Year Domesday Report as a ***Locally Publicized Populace Event***.
6. When all of the above requirements are met, the following types of activities ***may be*** conducted at a ***Locally Publicized Populace Event***.
 - a) Site fees may be collected for the event, deposited to an SCA group account for the event, and monies may be disbursed from an SCA group account for costs of the event.

- b) Member and non-member surcharges are charged, and non-member waivers must be collected and sent to the Kingdom. If no site fee is charged, non-member surcharges are waived, but waivers must still be collected.
 - c) If combat-related activities will occur, the SCA Waiver Policy applies.
 - d) SCA Insurance applies for the event.
 - e) Non-warranted Kingdom Officers and Deputy Officers may be installed.
 - f) Warranted and non-warranted Baronial Officers and Shire Officers may be installed.
7. The following types of activities **may not be** conducted at a **Locally Publicized Populace Event**:
- a) Crown Tournaments, Coronations, and Investitures of new Territorial Baronage may **not** be conducted.
 - b) Warranted Kingdom Officers and Kingdom Deputies may **not** be installed.
 - a) SCA awards (Society, Kingdom, Baronial) and titles may **not** be awarded. This includes all Society awards, and all Atenveldt awards for which there are Charters, regardless of whether the awards are armigerous, or do or do not carry precedence.
 - c) Official announcements of Kingdom Law, Kingdom Financial Policy and Society Corporate Policy changes may **not** be completed.

POPULACE MEETING

The term **“Populace Meeting”** covers events like SCA sponsored Fighter Practices, Dance Practices, Officer Meetings, Demos, etc. These events must meet the following requirements:

1. The event is sponsored by a local SCA group in the Kingdom of Atenveldt (Kingdom, Barony, Shire, Incipient Shire, or College), and is open to all members of the populace.
2. During the thirty (30) days before the event, a full announcement about the event including the date, time, and place must be publicized to as many members of the sponsoring group as possible as stated below:
 - a) An article or announcement must be published in the Local Group’s newsletter, including start time, location, directions, and contact information. In the case of an Incipient group, Shire or College that does not have a newsletter, the information must be published in a flyer distributed to the public. **(Required)**.
 - b) The event must be announced at all SCA Official fighter practices, officer and populace meetings held by the sponsoring group **(Required)**.
 - c) The article may be posted on the sponsoring group’s website **(Optional)**.
 - d) An information flyer may be mailed or distributed to members of the sponsoring group **(Optional)**.
 - e) Postings may be made to e-groups maintained for the sponsoring group **(Optional)**.
3. The event must be conducted according to Society rules.
4. When all of the above requirements are met, the following types of activities **may be** conducted at a **Populace Meeting**.
 - a) Money may be disbursed from an SCA group account to cover site/operational costs for the **Populace Meeting**.

EXAMPLE: Monies may be disbursed for rental of a site/fighting field/lights/equipment required to run an SCA sponsored Fighter Practice, Dance Practice, or Officers Meeting, or for equipment needed for an SCA Demo sponsored by the group.
 - b) If combat-related activities will occur, the SCA Waiver Policy applies.
 - c) SCA Insurance applies for the event.
5. The following types of activities **may not be** conducted at a **Populace Meeting**:
 - a) Site fees may **not** be collected for attending the **Populace Meeting**, although reservation site/feast fees for future events and donations may be collected.
 - b) Member and non-member surcharges are not charged, and non-member waivers are not collected.
 - c) Crown Tournaments, Coronations, and Investitures of new Territorial Baronage may **not** be conducted.

- d) Warranted Kingdom Officers and Kingdom Deputies may **not** be installed.
- e) SCA awards (Society, Kingdom, Baronial) and titles may **not** be awarded. This includes all Society awards, and all Atenveldt awards for which there are Charters, regardless of whether the awards are armigerous, or do or do not carry precedence.
- f) Official announcements of Kingdom Law, Kingdom Financial Policy and Society Corporate Policy changes may **not** be completed.