

Kingdom of Atenveldt

Instructions for Waiver Collection at Fighter Practice

Last revised: 10/6/03

These procedures are used by local Waiver Officers to collect and verify waivers at all SCA sponsored heavy-weapons or rapier fighter practices held in the Kingdom of Atenveldt. They are used in conjunction with the “Waiver Member Fighter Practice Master (Have Blue Cards)” form and the “SCA Waiver Roster (No Blue Cards)” form provided by the Kingdom Waiver Secretary.

1. Anyone (including Chirurgeons, Marshals, and Water bearers) who participates in heavy-weapons or rapier fighting at an SCA sponsored fighter practice must either:
 - a. Present an un-expired BLUE SCA membership card to the local Waiver Officer, who shall record the member’s names (legal and SCA), membership number, and membership expiration date on the **“Waiver Member Fighter Practice Master (Have Blue Cards)”**, OR
 - b. Be already listed on the **“Waiver Member Fighter Practice Master (Have Blue Cards)”** and be checked off as attending the practice, OR
 - c. Sign an **“SCA Waiver Roster (No Blue Cards)”**, which is good for that one practice only. The **“SCA Waiver Roster (No Blue Cards)”** roster-style waiver is used for this purpose so up to 15 fighters may sign in on a single sheet of paper.
2. Use a separate copy of the **“Waiver Member Fighter Practice Master (Have Blue Cards)”** for each month. Fill in the Group name, and dates for the weekly practices, along the top of the master form. List all fighters who **regularly attend fighter practice and have a blue card**, along with their membership numbers and expiration dates. Names should be added each week if (and only if) a fighter presents a blue card, but should not be removed.
3. At fighter practice, the local SCA group’s Waiver Officer (or their Deputy) should place a checkmark or “x” on the **“Waiver Member Fighter Practice Master (Have Blue Cards)”** for each of those listed fighters participating in the fighting at that practice. New fighters should also be added to the master **if and only if they present a blue membership card**. For waiver purposes, fighter authorization cards are not required. Note that white membership cards are not acceptable for waiver purposes – they indicate there is NOT a signed waiver on file in Milpitas. So members with white cards must sign the **“SCA Waiver Roster (No Blue Cards)”**.
4. Listed fighters whose membership has expired, will be asked to show their new card or sign a waiver. When a member shows their new card, the Waiver Officer must record the new expiration date on the **“Waiver Member Fighter Practice Master (Have Blue Cards)”**.
5. Minors (under age 18) who participate in fighting, and who do not have a blue membership card, must have parental permission to participate. This means they must have a **minor waiver** signed by their parent or legal guardian. **A separate minor waiver must be presented and collected at every fighter practice**. Note that a roster-style minor waiver is NOT acceptable – each minor must have a separate waiver completed. Be sure to write in the Event name (“Local Group Name Fighter Practice”) and date at the bottom of each minor waiver form.
6. The local SCA group’s Waiver Officer (or their Deputy) shall be responsible for all changes made to the **“Waiver Member Fighter Practice Master (Have Blue Cards)”**. The Waiver Officer maintains the master copy of this roster, and updates and distributes new copies of it to all deputies one a month.
7. Once a month, the Waiver Officer must collect all **“Waiver Member Fighter Practice Master (Have Blue Cards)”**, all **“SCA Waiver Roster (No Blue Cards)”**, and all **Minor Waivers** completed that month. These must be compiled and sent to the Kingdom Waiver Secretary (Countess Gabriela Juliana de Bordeaux, c/o Donna Pacelli, 626 E Pinto Ct, Gilbert, AZ 85296) for permanent storage. The Kingdom Waiver Secretary needs to receive these documents by the 10th day of every month, for the month prior.