

# The Kingdom of Northshield

Marshals Administration Handbook

**2017 Revision**

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## REVISIONS

9/13/2016	Revised 1.A.4 to remove the ability to perform authorizations for non-combat marshals.
9/13/2016	Added 1.A.4.a allowing for former authorized combatant marshals to perform all marshal duties, including authorizations, at the discretion of the KEM.
9/13/2016	Changed title of Handbook to <i>Marshals Administration Handbook</i> to assist in clarity.
12/21/2016	Inserted Minor Authorization and Participation with adults into section VII. Renumbered remaining sections to reflect change.
4/17/2017	<p>Removed the Struck text.</p> <p>VI. COMBAT AUTHORIZATION PROCEDURES</p> <p><b>A. Authorizations</b></p> <p>This is an example of an initial authorization. This procedure may be used as-is by a marshal authorizing a combatant.</p> <ol style="list-style-type: none"> <li>1. Authorizations may only take place at official SCA events, regional practices, or an official local practice. <ol style="list-style-type: none"> <li>a. <del>Authorizations may only take place at a local practice with the presence of a non-local marshal and with permission from the KEM or Deputy Earl Marshal.</del></li> </ol> </li> </ol>

# I. PROCEDURES FOR THE AUTHORIZATION OF MARSHALS

## A. General Requirements

1. There are three near-equal priorities in marshaling; safety, fair witness, and showmanship. Overemphasizing any one of these at the expense of the others will tend to make the fighting less enjoyable for everyone (although, if you must go overboard on one, pick safety).
2. A marshal may be authorized after demonstrating the ability to oversee combat, judge a fighter's authorization, and inspect weapons and armor.
3. Unless warranted or rostered by the Earl Marshal as an officer of the kingdom, a marshal may not be the marshal-in-charge (MIC) of an event or sign the paperwork to authorize fighters.
4. Individuals not authorized in combat may become marshals with permission from the Earl Marshal. Once warranted these marshals may only serve as marshals of the field, and are not to be signatory marshals during an authorization.
  - a. Marshals who were previously authorized combatants, but are unable to actively fight may have this restriction waived on a case by case basis. This is to be determined by the KEM.
5. Only the Earl Marshal may recommend to the sitting royals that a MiT be fully warranted. They must witness the warrant and execute the appropriate paperwork to ensure that the warrant is registered with the clerk of the roster. The marshal in training check list will be used to track the progress of MiT's. Only training marshals may sign off on the individual areas of the form.
  - a. A training marshal will be classified as a marshal designated by the KEM to specifically approve that a MiT is competent in the required areas.
  - b. All warranted marshals may oversee the training and supervise MiT's whether they are training marshals or not.
6. Marshals in training must be proficient in the following areas prior to becoming a warranted marshal:
  - a. Inspection of all equipment (both weapons and armor).
  - b. Setting up a field for martial activities.
  - c. Capable of marshaling the field during normal combat activities (both melees and individual combat).
  - d. Running an authorization.
  - e. Able to run a tournament.
  - f. Explanation of the chain of command.
    - i. Additionally MiT's will pass a short verbal test administered by the KEM or designated deputy.
7. The term "Knight Marshal" applies to the marshal of a branch. This title of office is used regardless of whether the marshal is a belted fighter; in fact it is used whether or not the branch marshal is an authorized fighter.
8. All warranted or rostered marshals shall be members of the Society for Creative Anachronism Inc.

## II. PROCEDURES FOR MARSHALING WARS AND MELEES

### A. Marshalling Inter-Kingdom Wars

1. In the case of inter-kingdom wars the general rules under which the war will be conducted, compromises between conflicting kingdoms' standards, and the scenario limits for each planned battle shall be negotiated and agreed to in writing in advance by the authorized representatives of all belligerent groups involved. The rules and scenario limits shall be published in the appropriate newsletters. For inter-kingdom wars, notices shall be published according to SCA publication policy by the groups involved. This publication should take place at least thirty (30) days prior to the event. In addition, copies of all of the rules and agreements shall be available on-site as a handout for people who do not receive (or did not read) the newsletters.
2. Armor and weapons standards shall default to the established Society minimum standards unless otherwise specified in the event rules and scenario limits.
3. Each side in a battle shall provide a reasonable number of trained and experienced marshals. If not enough marshals are available, the sides should arrange for a draft from their armies.
4. All marshals should be separately briefed prior to the meetings of all participants. (They should also attend the group briefing.) Emphasis at this briefing should be on enforcing the rules and scenario limits for each battle and on preventing accidents that could arise from hazards related to the scenario limits and to the actual terrain. There should be an understanding among the marshals regarding the rules and scenario specifics and any possible safety issues that may arise. At inter-kingdom events the differences between the attending kingdoms should be discussed and compromises and clarity in the rules and scenarios regarding those differences should be worked out.
5. All participants shall be gathered to hear the rules and the scenario limits explained to them. The event stewards and/or the marshals should answer their questions. If the scenario limits vary radically from battle to battle, this procedure should be repeated before each battle.
6. Equipment inspection must take place before combat starts, with particular emphasis on any modifications that have been made in the process of making compromises between conflicting kingdom standards.

### B. Marshal of Melee

1. A supervising marshal (marshal in charge) shall be chosen for each melee (and possibly for each battle, if the MIC for the melee is fighting in the battles or otherwise prevented from being present).
  - a. The marshal-in-charge shall be responsible for the activities of the marshals in his charge.
  - b. The marshal-in-charge for a particular battle may not participate in the battle as a combatant.
2. When "Hold!" is called, all fighting shall cease. Marshals will ensure that the following takes place:
  - a. Fighters shall drop to one knee (if possible) where they stand.
  - b. Conversations relating to the conduct of the battle are not permitted between combatants.
  - c. Changes of position/location are not permitted, unless ordered by a marshal.
  - d. If movement away from a boundary of a hazard is necessary, the fighters shall maintain their relative positions and distances.

- e. To end a hold, the marshal-in-charge will call "All rise!" (or "Rise if you're able" or some other equivalent statement). When the combatants have resumed their guard, the marshal-in-charge will call "Lay on!" to signal the resumption of the fight.
3. "Hold!" will normally be called only for broken armor, lost tempers, injuries, safety concerns, outsiders wandering onto the field, fighters about to wander off it, or to enforce the rules and scenario limits.
  - a. Combatants whose armor fails will be removed from the field and not allowed to re-enter until they have been re-inspected.
4. "Hold!" should not be called for dropped weapons, fighters who have slipped and fallen (unless they are in danger of injury), or the near approach of a fighter to a boundary where there are neither spectators nor any natural hazards, such as cliffs.
  - a. If a fighter who has dropped a weapon no longer meets the armor requirements, and is unable to promptly correct this issue, they will be removed from the field until they can correct the issue.
5. Marshals have the preemptory authority to remove from combat and from the field any combatant who violates the rules or scenario limits or who performs any unsafe or dishonorable act. Such removal may be discussed during the battle only if the marshal permits it. The marshals' ruling may be appealed to the Marshal in Charge.
6. Marshals have the authority to regulate the movement of non-combatants on and near the field and to control the location of spectators.
7. Those marshals who are responsible for marshaling wars or large melees may use alternative means to signal "Hold" or "Lay on," as long as all fighters and marshals know and understand the alternative signaling system. Marshals may use whistles, air horns, or other such devices.
8. You should have a minimum of 3 marshals for the first 20 fighters, plus one additional marshal for each 15 fighters up to a total of 500 fighters and 35 marshals. If you have more than 500 fighters (realistically, even if you have more than 50 fighters), you should have an experienced Marshal in Charge and a sizable number of experienced marshals. It is preferable to have more marshals for free-for-all melees.
  - a. It is relatively common for a marshal-in-charge to draft anyone he or she feels is competent to serve as field marshals during an event. The MiC may draft individuals who are non-warranted marshals or are not marshals in training if necessary to ensure that there are enough "marshals" present. These individuals will be referred to as constables, and should only be used if absolutely necessary. Constables will only perform field supervision duties, and will defer to a warranted marshal for inspections or conflict resolutions. The advantage of being a warranted marshal is that you are an official of the Corporation, which gives you certain legal protection from lawsuits (if any) arising from your actions as a marshal. Since the Society and its officers have never faced a lawsuit over fighting on the field, this may not seem critical, but it is worth thinking about. If volunteers are in short supply, point out to the fighters that they do not get to start until sufficient marshals are available.
9. Marshals should station themselves around the edges of the fight. This allows them to control the borders while keeping as much of the fighting as possible in view. It also prevents fighters from

running into them from behind. As always, keep moving and stay close enough to spot safety problems.

10. In very large melees, it may be desirable to have some marshals in the middle of the field, in addition to those around the edge. If you are mid-field, be careful that you do not get so interested in the fight in front of you that you back into or forget to watch another bout moving around behind you.

### **III. MARSHALING REQUIREMENTS DURING MELEE SCENARIOS**

1. When combat archery is present on the field all marshals, heralds, etc. on the field must wear protective shatterproof eyewear, such as safety glasses meeting the ANSI Z 87.1 standard or better.
2. A buffer zone needs to be provided between the edges of the battlefield and spectators at all times. This needs to be increased when combat archery is included. The marshal-in-charge must ensure that it is a safe distance (it should not be possible to hit a spectator, either with direct fire or with a bounced arrow), taking into account the type of scenario, to minimize the chances of deflected shots traveling into the spectators. Physical barriers may eliminate the need for a buffer zone or lessen the distance needed.
3. Marshals who may come in direct contact with combatants during the melee must have some type of staff (marshals stick, etc.) to provide the ability to separate themselves from the combatants, or to block combatants from entering the area of the populace if necessary.
  - a. It is strongly recommended that these marshals also wear full hand protection.

### **IV. COMBAT INJURY PROCEDURES**

1. When an injury occurs on the field, it should always be remembered that the primary concern is getting to and assisting the injured party. Secondary to this objective, but no less important, is the safety of persons entering the field to help and the well-being of anyone already on the field. (For example, fighters standing around in armor in the sun could be subject to heat problems.)
2. All injuries that require hospitalization or similar care, include a period of unconsciousness, or may require future medical care need to be reported to your Kingdom Earl Marshal within 24 hours of the incident.
  - a. The report of the incident should be emailed to the KEM, Kingdom Seneschal and it should include the following:
    - i) Who was injured (SCA and Modern name, contact information if known).
    - ii) How the injury occurred (i.e. Sir John Doe was charging the shield wall, slipped and appeared to sprain his knee).
    - iii) Why the injury occurred if applicable (i.e. Sir Jane Doe appeared to have received a concussion from a blow to the head. Upon further inspection of the helm it was noticed that the padding had slipped, and bare metal struck the Sir Janes head at the moment of impact causing Sir Jane to see stars and report concussion like symptoms).
    - iv) What type of injury.
    - v) What if any first aide/medical services were needed.

- vi) Note if the combatant was able to return to fighting, needed medical assistance, or retired from the field for the day due to the injury.
3. In the event of an emergency, the marshals shall cooperate with any authorized persons responding to the emergency and keep the area clear of would-be spectators.
4. In the event of any suspected injury on the field, the marshal shall halt all fighting in the area and determine the proper course of action. The hold may be a local hold as long as the safety of the injured person can be maintained. The overall situation should be assessed, and, as the injured party is tended to, every effort shall be made to release as much of the field as possible so that combat may proceed.
5. If the injured person is conscious, they may be asked if they would like assistance. No conscious person will be forced to accept treatment without his or her consent. No non-combatant shall enter the combat area until summoned by a marshal.
6. A marshal shall call for assistance if they suspect that a participant is experiencing more than momentary distress. It is an extremely serious matter to delay the application of first aid when it is needed, and marshals who ignore injuries may be subject to revocation of their authorization to supervise combat-related activities.
7. No one may remove an injured fighter from the field without the consent of the event marshal-in-charge or an appointed deputy.
8. Any immediate and significant problems associated with an injury on the field shall be reported to the kingdom Earl Marshal.

## V. GUIDELINES FOR MARSHALING ON THE FIELD

The guidelines outlined in this section are not rigid requirements, but are placed here in an attempt to help clarify and to provide examples of acceptable methods and procedures.

### A. Preparing to Marshal Combat Activities

As marshal-in-charge (MiC), you are responsible for organizing the marshaling. This does not mean that you have to do it all yourself. Nor does it mean that you are unable to participate in the day's activities. If there are ample marshals available, and a warranted marshal able to take over Marshal in Charge duties while you are participating, you may participate on the field as well as be MiC.

#### **Things that need to be done prior to all combat activities:**

1. Check that the field can be safely fought upon, preferably before the site is reserved for the event. Can someone in armor, with restricted vision, cross it safely (i.e., without injury; simple tripping is an inherent hazard of combat in rough terrain)? At minimum, check at the beginning of the day to see if there are holes, soft spots, rocks, etc. If they are serious and cannot be worked around, move the fighting somewhere else.
2. Arrange for equipment inspection. (See Equipment Inspection Guidelines below.)
3. Arrange for marshals for all of the combat. That means an absolute minimum of one marshal per single combat (preferably two or three); enough marshals for group combat (melees and war battles) to both surround the fighting (to keep an eye on the boundaries) and keep most of the fights under

general surveillance (for detached armor, broken weapons, etc.). It is relatively common for a marshal-in-charge to draft anyone he or she feels is competent to serve as field marshals during an event. MiC may draft individuals who are non-warranted marshals or are not marshals in training if necessary to ensure that there are enough “marshals” present. These individuals will be referred to as constables, and should only be used if absolutely necessary. Constables will only perform field supervision duties, and will defer to a warranted marshal for inspections or conflict resolutions. The advantage of being a warranted marshal is that you are an official of the Corporation, which gives you certain legal protection from lawsuits (if any) arising from your actions as a marshal. Since the Society and its officers have never faced a lawsuit over fighting on the field, this may not seem critical, but it is worth thinking about. If volunteers are in short supply, point out to the fighters that they do not get to start until sufficient marshals are available.

4. When it is all over, write up a report on the event (see the Paperwork section under VII. Chain of Command).

### **B. Marshaling Single Combat**

1. At minimum, there should be one marshal for single combat. Two or three will be able to see more of the fight. Four or more will get in each other’s way and block the view from the sidelines without providing noticeably better marshaling.
2. As noted earlier, marshaling has three parts of nearly equal importance: safety, fair witness, and showmanship. Excessive concern for any of these, to the neglect of the other two, will make fighting less enjoyable for all concerned. While these concerns apply to all marshaling, they are most detailed and balanced in single combat.
3. Safety:
  - a. The field itself can cause safety problems. Before you begin, look over the area where the fighting will take place. Look particularly for large holes, soft spots, and rocks. (The fighters will generally accept small holes, rocks, etc. as part of the terrain.) Once the fight starts, try to keep it away from these areas. If the hazards are serious, move the fight. As the fighters come onto the field, take a quick look to see if they have their full armor, especially elbow, neck, and hand armor. These are the likeliest to be removed and then forgotten. This should not take any time at all; it is neither a full inspection nor an attempt to catch someone trying to play silly games with the rules—just a quick double-check to help someone who may have been distracted by the excitement of the day.
  - b. Once the fight has started, watch particularly for broken armor, lost tempers, injuries, and unauthorized people/pets/objects on the field. (Outsiders, especially small children and pets, do not always realize that they are supposed to stay off of the field during combat.) If there is a problem, shout “Hold!” several times if necessary. (Most fighters will hear and respond to a cry of “Hold!” even when they won’t notice their own names being called.)
  - c. If the first cry of “Hold!” does not cause the fighters to stop, get in between the fighters (or between the fighters and whoever or whatever has wandered onto the field) and block the weapons with your staff until the fighting stops. Keep yelling “Hold!” while you do so that eventually they may notice. That is one reason why marshals routinely carry staffs on the field.
  - d. If you are new to marshaling, or merely new to the kingdom, try to find out what is considered the appropriate level on marshal involvement inside the Kingdom of Northshield from a senior

marshal. It will make a difference in how you act and, perhaps more importantly, it will make a major difference in what the fighters expect of you. Blatant violations of the rules and safety concerns should always be brought up either immediately if necessary for safety issues, or as there is a “hold” called for rules discussions that can wait until then.

#### 4. Witness

- a. You are expected to be an impartial witness to exactly what happens during a fight. Ideally, you should be able to describe the last 3–4 blows on your side of the fight: where they started, their angle of approach, how they were blocked or where they landed. Do not be afraid to say, “I don’t know” if you were looking at one part of the fight when something (allegedly) happened in another part.
- b. Do not try to impose your view unless you see what appear to be major and repeated problems. Leave the blow counting to the participants unless you see clear reason to intervene; usually, they have a much clearer perspective than the marshals do.
- c. If the fighters do ask you what happened (or you feel compelled to volunteer), try to do so tactfully. Prefacing your statements with “It looked to me like...”, “It appeared...”, or “to the crowd it looked like...” is preferable to a dogmatic assertion of what happened. Similarly, it is preferable to ask “Was that dent in your helm before?” rather than saying, “That blow put a 6-inch dent in the side of your helm.” The latter may be 100% accurate, but it is unnecessarily antagonistic to someone who may honestly have thought the blow too light.
  - i) When marshaling a melee, the witness function is necessarily relegated to a very low priority. (It is not unimportant, but it is impossible for a handful of marshals to be accurate witnesses to the details of a couple of dozen separate combats.)

#### 5. How to observe combat

- a. In order to be able to answer as accurately as possible, you need as clear a view as possible. This means being close to the fight. You need to strike a balance between getting closer to see better and staying back out of range of the blows. Just what the appropriate distance is for you will depend on your level of experience with fighting (e.g., how well you can judge what the range of the weapons is and whether you are in or near it). In general, for single combat, 20 yards is too far and 2 yards is too close. In the absence of a better idea, consider 5 yards for weapons less than 3 feet in length and 8 yards if either combatant has a longer weapon. Try to keep moving so that the combatants are roughly centered between you and the other marshals for the fight.

#### 6. Showmanship

- a. Keep an eye on the audience. SCA combat is a spectator sport, just as medieval tournaments were. Your part of the show is to keep things moving and avoid blocking the view from the sidelines except where unavoidable.
- b. This means fast pre-fight checks and announcements, a minimum of holds and discussions during the fight, and a strenuous effort to stay out of the way and keep moving. (If it’s cold, wear several layers of clothing and move even more; one person in a cloak can interfere with the view of many). If a hold is called to discuss how a fight is progressing between combatants, a brief announcement to the spectators should be made to summarize what was discussed and agreed

upon. This will go a long way in prevent a fight from giving the appearance of being an “ugly fight”

## **VI. COMBAT AUTHORIZATION PROCEDURES**

### **A. Authorizations**

This is an example of an initial authorization. This procedure may be used as-is by a marshal authorizing a combatant.

1. Authorizations may only take place at official SCA events, regional practices, or an official local practice.
2. If the fighter does not have proof of a signed waiver (for example, a signed blue membership card) prior to the authorization, the candidate and the authorizing marshal will properly complete a waiver (SCA, Inc. form titled CONSENT TO PARTICIPATE AND RELEASE LIABILITY).
3. Two warranted marshals must be present during the authorization.
4. The persons conducting the authorization must verify that the candidate is familiar with the Rules of the List and the current rules that specifically govern the Kingdom of Northshield.
5. The candidate must present themselves on the field in armor for inspection. The armor must be inspected on the body and must pass the current armor requirements for combat. This inspection shall be complete and exacting, and any deficiencies must be permanently corrected before the person may authorize.
  - a. For more information on armor requirements please review the appropriate combat activity handbook.
6. Both the experienced authorized fighter and the candidate shall be armed with matching weapon styles.
  - a. Initial authorizations will always be weapon and shield in armored combat, single rapier/sword in rapier combat, and cut and thrust. This requirement may only be waived by the KEM, or the DEM of the specific combat activity.
7. For the first few minutes of the bout for authorization, the prospective fighter and the authorized fighter shall fight at 1/2 to 3/4 speed and verbally acknowledge all blows landed. During this phase of the authorization, the marshals and authorizing partner should get an impression of the new fighter’s style, technique, ability to call blows, and ability to defend themselves. If this portion of the authorization is not satisfactorily completed, the authorization procedure shall be stopped. The candidate shall be told of the problems observed and instructed as to how to correct the problems.
8. If the first portion of the bout has progressed satisfactorily, then the combatants will be told to fight full speed while continuing to call out blows. During this phase, the marshals and authorizing partner should observe the new fighter’s control, reaction to blows, and ability to cope with pressure.

- a. During an initial authorization if the authorizing fighter shows satisfactory up to this point they will then advance to fight:
    - i. Off hand
    - ii. From their knees
    - iii. With their opponent on their knees
- 9. The marshals and the authorized fighter shall confer to decide if the new fighter exhibits adequate performance in the minimum criteria for authorization listed below:
  - a. Does the candidate know and apply the Rules of the Lists and the Conventions of Combat?
  - b. Does the candidate exhibit safe behavior on the field, for both self and others?
  - c. How does the candidate react to pressure? Do they fight back or become disoriented and confused?
  - d. Can the candidate defend themselves?
  - e. Is the authorizing fighter able to feel and judge blows, both those received and those thrown?
  - f. In the case of advanced authorizations do they also demonstrate a basic degree of competency with the weapon form?
    - i. Being safe alone is not satisfactory with advanced weapon forms.
- 10. If the marshals, and authorized fighter agree that the candidate meets these requirements, the marshal will notify the fighter that they are now authorized. The fighter and marshal will properly complete any paperwork required by the kingdom in addition to the previously completed Waiver for SCA Combat-Related Activities.
  - a. After passing the initial authorization the combatant may authorize in advanced authorizations in any order they wish.
  - b. Combatants may attempt multiple authorizations in a single day if the schedule allows.
- 11. The fighter will send these properly completed forms to the kingdom Clerk of the Roster. Upon receipt of these properly completed forms, an authorization card will be emailed to the combatant. The fighter shall be issued a temporary card or keep a copy of the authorization form and waiver if he or she intends to fight prior to receiving the authorization card. The card should be received within thirty (30) days. If the card is not received, the fighter should contact the authorization official and forward any information or paperwork required.
  - a. The Kingdom of Northshield issues authorization cards in .pdf format. It is the responsibility of the combatant to print off the card and sign it.
  - b. The Clerk of the Rosters mailing address will be located on the Northshield website under the deputies section of the Kingdom Earl Marshal.

**B. Reauthorizations**

- 1. In the event that an authorized combat must reauthorized in all styles they were previously authorized in.
- 2. A reauthorization should be run similarly to above however each round of the reauthorization will be for a specific weapon style.

## VII. MINOR AUTHORIZATION AND PARTICIPATION WITH ADULTS

### A. Minor Authorization

Minors (ages 16–17) may authorize in adult armored combat with these additional requirements:

1. In order to participate in formal training sessions (practices, sparring, etc.), be authorized as a combatant, or become a marshal in training (MiT) in Armored Combat, an individual must have attained their sixteenth (16th) birthday.
2. No person below the age of eighteen (18) may be warranted as a group Marshal, appointed as Group Marshal in Training, or the Marshal in Charge of an event.
3. The parents or guardians of the minor must witness SCA combat, and discuss with a witnessing marshal how it relates to the participation of their child. Afterwards the parent(s) or guardian(s) are to execute a “Minor’s Waiver and Informed Consent to Participate in SCA Combat-Related Activities.” The witnessing Marshal must countersign the waiver.
  - a. Only after completion of the above is the minor to be allowed to participate in SCA combat activities.
4. Only the Earl Marshal or their appointed deputies may authorize the minor for SCA Combat-Related Activities.

### B. Minor Participation

1. At any event in which the minor is involved in SCA combat-related activities, the minor must either have a parent or guardian present, or must be in possession of a properly executed “Medical Authorization Form for Minors.” Said Medical Authorization Form must designate an adult present at the event as able to authorize medical treatment in the case of an emergency.
2. Minors engaging in combat with adults shall be marked in the following manner: A single yellow diamond no larger than 1 inch (25.4 mm) but no smaller than 0.5 inch (12.7 mm) to be placed on the front hemisphere of the helm (preferably on or near the inspection sticker).
3. Prior to combat activities commencing, all combatants should be made aware of the presence of a minor on the field as best as possible.
4. Adults may choose not to participate with minors without penalty.

## VIII. EQUIPMENT INSPECTION GUIDELINES

### A. General Information

1. At each event, the marshal-in-charge must arrange for the inspection of all equipment to be used in combat (e.g., armor and weapons). This in no way relieves the individual combatants of their responsibility for following the equipment standards. Ultimately, the fighter is responsible for the condition and safety of their armor and weapons at all times. This includes periods between bouts, between battles, and day to day periods between battles at a multi-day event. However, the marshal’s inspection is intended to provide a second pair of experienced eyes and an outside point of view. A reminder: Equipment that was perfectly serviceable at the beginning of the

previous event could have broken since, and even the most experienced fighter can occasionally forget some piece of armor. The inspection outlined below is merely an example. For purposes of illustration, the inspection described is for regular SCA combat without missile weapons. A checklist might be helpful as you do the inspection until you have done so many that it becomes second nature. (As noted in the section on marshaling combat, a quick visual check of the combatants just before the start of a bout or battle is also a good idea.) All of this is based on the equipment standards given in the Appendix. You should be familiar with them, as well as with any other requirements that your kingdom may have instituted. The fact that one of the requirements is not mentioned on this checklist does not mean that you should not notice if it has not been met.

2. Armor inspection must be done with all of the armor on the body of the fighter who is going to wear it. It is not otherwise possible to get an accurate idea of what is covered and what is not, of where gaps may occur as the combatant moves. In weapon inspections, the primary test is safety. If you, as a marshal, do not believe that the weapon is safe (i.e., if you would not be willing to face it), do not let it be used on the field. When in doubt, ask the prospective user if he or she would be willing to fight against the weapon. If not, it should not be used regardless of whether it meets all other requirements. Before you start, remind yourself that armor is hot, not to mention heavy. If the weather is hot, try to find some shade in which to hold the inspection or, at least, for the fighters to stand in while waiting to be inspected. (Similar reasoning applies in case of rain, freezing cold, or other inclement weather. Just because it is possible to fight does not mean that it is pleasant or desirable to stand around in armor.)

#### **B. Armor Inspection**

See appropriate combat handbook for details on minimum armor requirements for each combat system.

1. In all combat systems the inspecting marshal will ensure through a visual and physical check that the minimum armor requirements are being met and all armor worn is in good condition.
2. Inspecting marshal will ask combatants to position their bodies in normal fighting positions to ensure that armor maintains coverage when the combatant's body is not in a standing position.
3. Special attention will be given to helmets/fencing masks (hereafter referred to as helm).
  - a. Marshal will ensure that the helm provides adequate protection by asking the combatant to turn their head in a variety of direction, as well as tugging on the helm
    - i. Armored marshals may ask combatants to lean their heads into the marshal's hand to ensure that the helm does not compress into the combatants face when struck.
    - ii. Armored marshals will ensure that all gaps in the helm are one (1) inch or less through the use of a gauge.
4. Marshals will only verbally ask the combatant if they are wearing appropriate groin protection.

#### **C. Weapon Inspection**

See appropriate combat manual for weapon standards for each combat system.

1. Marshal will perform manual checks on all weapons that are to be used that day to ensure that they meet the necessary requirements for use.
  - a. For armored combat weapons the marshal will make use of a gauge to determine that the weapon meets the minimum diameter (1.25 inch [31.8mm])

**D. Sample Combat Archery Inspection**

1. Bow/Crossbow
  - a. Ensure that the string is not showing excessive wear.
  - b. Measure the power of the bow with a calibrated scale to ensure it is within appropriate specs.
  - c. Check the bow itself for cracks or gouges, as well as for significant limb twist that could make the string leave the tips.
2. Crossbow Only
  - a. Check that the lock mechanism releases smoothly under simulated pressure.
  - b. Check that the lock mechanism is solid and will not accidentally fire.
  - c. Ensure the stock has no failures between the bow and lock.
3. Ammunition
  - a. Based upon the type of ammunition, measure all dimensions for conformance
  - b. Grab both head and tail and pull with moderate force while slightly twisting. If either end moves laterally it fails.
  - c. If the ammunition is with made with foam, check that the tip is constructed in such a manner that it cannot be forced more than .5 inch (12.7 mm) into a legal faceguard.
  - d. Check the shaft for signs of cracking or other failure. Check that it is properly labeled and taped.
  - e. Remember that ammunition cannot be more than 10% yellow as yellow is reserved for siege ammunition.

## **VIII. EXPERIMENTAL WEAPONS AND MATERIALS PROCEDURES**

1. It is the prerogative of the kingdom Earl Marshal to allow limited testing of alternate or unapproved materials and weapons within a kingdom after receiving approval from the Society Marshal. Limited testing means the weapon or material may be used at fighter practice tourneys and in small melees, but only after all combatants and marshals have been informed the weapon or material is being tested and that it is not approved for general SCA use.
2. All combatants and marshals must consent to the use of the weapon or material before combat begins. If any of the marshals or combatants object to the use of the material or weapon, the material or weapon may not be used in that fight or battle. All experimental materials and weapons shall be marked with alternating bands of red and green tape totaling 6 inches (15.2 cm) in length. Bands shall be visible during weapon usage.
3. After each event or practice where an experimental weapon/technique is used a summary report should be written and submitted to the KEM.

4. Once per quarter throughout the test period, the Earl Marshal will update the Society Marshal on the progress and results of the testing. At the end of the test period, the Earl Marshal will provide the Society Marshal with a test summary. This summary shall include a list of injuries that resulted from the use of the weapon or material and any concerns from fighters and marshals recorded during the testing. The Society Marshal, after consultation with the Earls Marshal, shall determine if the weapon or material is suitable for SCA combat-related activities.

## **IX. MARSHAL RESPONSIBILITIES, CHAIN OF COMMAND AND REPORTING**

### **A. Reporting Requirements**

1. If you are a Marshal-at-Large:
  - a. You must submit an annual report at Domesday using either the online form on the Northshield website, or by directly emailing your Regional Marshal.
  - b. Annual report should include the following:
    - i. Your full SCA and Modern name
    - ii. Membership # and expiration date.
    - iii. A summary of all duties you have performed in the past year.
    - iv. Any incidents that you feel are necessary to present to the KEM.
    - v. Any questions or concerns you wish to present to the KEM.
2. If you are the Marshal in Charge of an event:
  - a. Event report is due within 14 days of the event.
  - b. Using the form on the Kingdom website list which event you were marshal-in-charge for.
  - c. A summary of all combat activities and any incidents/injuries that occurred at the event.
  - d. Note the number of combatants that were present, number of marshals, any authorizations that occurred, and a summary of any duties performed by MiT's at the event.
  - e. If any injuries occurred at the event that required medical assistance, a trip to the ER, or will need to be treated by a doctor in the near future (i.e. "Going to their local doctor on Monday") should be submitted separately, as noted in Section XII 2., within 24 hours of the event. In the case of multiple day events it may be needed to submit the report prior to the conclusion of the event. A quick note summarizing the injury should be listed in the event paperwork (I.E. "Lord John appeared to have broken his hand during the meleé scenarios due, please reference injury report submitted on 2/14/16 for further details).
  - f. Any incidents that resulted in disciplinary actions should be thoroughly summarized. If a fighters authorizations or marshal status were suspended by the MiC the KEM should be notified within 24 hours.
  - g. All waivers and paperwork will be mailed to the correct deputy.
    - i. Authorization paperwork will be sent to the Clerk of the Roster.
    - ii. Participation waivers for non-combatants will be mailed to the Seneschals Minister of Waivers.

- iii. Sign in sheets may be disposed of after the event; these are for your reference only.
3. If you are the Knight/Group Marshal of a branch:
    - a. Quarterly reports summarizing current status of practices, what is going well, what could use improvement in your group.
      - i. Any concerns or incidents should also be mentioned in the report, but may be needed to be reported earlier than the quarterly report.
      - ii. Failure to report on time without prior approval of your regional marshal will be considered a resignation from office.
        1. Groups who fail to report on time may have their ability to hold combat activities suspended due to this until a new group marshal is appointed by the group, as well as approved by the KEM.
    - b. Reporting schedule is available on the Kingdom website under the officers section.
    - c. Full roster of authorized combatants should be submitted at to the Clerk of the Roster each quarter.
      - i. A digital list will suffice.
    - d. Practice waivers will be submitted to your Regional Marshal each quarter.
    - e. Check with your local Seneschal if they require a copy of your report.
  4. If you are the Regional Marshal:
    - a. Regional Deputies will compile all reports into one report and submit to their immediate superior quarterly.
      - i. This report will be due within seven (7) days of the report due date for group marshals.
    - b. Practice waivers will be reviewed and if satisfactory mailed to the Seneschals Minister of Waivers.
      - i. Groups who have failed to provide/collect practice waivers should be included in your report to your superior.
  5. If you are the Deputy Earl Marshal (Kingdom Armored, Kingdom Cut and Thrust, Kingdom Rapier, etc.)
    - a. Compile all information from your regionals reports into one report.
    - b. Submit the compiled report to the KEM within twelve (12) days of the reporting due date for group marshals.
  6. If you are the Earl Marshal of a kingdom:
    - a. An agreement to serve as Earl Marshal.
    - b. Quarterly reporting to the Society Marshal regarding the state of fighting in your kingdom. (If you are required to make a similar report to the Crown, a copy to the Society Marshal is sufficient.)
    - c. If disciplinary action that extends beyond the bounds of a single event is being taken against a fighter in your kingdom (e.g., authorizations suspended or revoked, Courts of Chivalry), a brief account of what was done, to whom, and why. (If more information is needed, for example because of an appeal of the action, the Society Marshal will let you

know.) Any disciplinary action involving suspending or revoking authorizations, or barring an individual from participating in society approved activities must follow the SCA sanctions guide, and any applicable Kingdom laws and policies.

- d. Either individual warrants must be provided for each member of the marshallate in your kingdom, or a roster must be maintained. (Information on the roster system may be obtained from your kingdom seneschal.) This task may be partially delegated to the Deputy Earl Marshals of the kingdom.
- e. Answer correspondence from the Marshals of your kingdom.

## **X. PROCEDURES FOR GRIEVANCES AND SANCTIONS**

### **A. Grievances and Disputes**

Usually the combatants are more than willing to correct any problems or breaches of the rules pointed out by a marshal. This is the desired solution: get the problem fixed. However, occasionally a marshal must take action. In the unhappy event that you find it necessary, here is how you shall proceed. In order of preference:

1. Point out the violation (missing armor, grappling during combat, etc.) and ask the fighter to correct it.
2. In the case of missing or inadequate armor, do not allow the combatant onto the field until it has been fixed.
3. In the case of violation of the rules during combat, ask the combatant to leave the field, and do not allow combat to resume until he or she has cooled off. This particularly includes removing from the field anyone who has lost his or her temper.
  - a. If it is determined that a participant's card needs to be pulled only the Marshal-in-charge, the KEM, or the Crown may make this ruling.
    - i. If this course of action is deemed necessary a detailed report should be sent to the KEM within 24 hours of the end of the event.
  - b. Only the KEM or the Crown may revoke a participant's warrants or authorizations, or pull their card for a period longer than a day.
4. If you need support, call on (in order):
  - a. Any other marshals who are present.
  - b. The marshal-in-charge
  - c. The local Knight Marshal.
  - d. A regional marshal.
  - e. The kingdom Deputy Earl Marshal
  - f. The kingdom Earl Marshal
  - g. The local Seneschal
  - h. The kingdom seneschal
  - i. The Crown

5. If the violation cannot be stopped, convince the marshal-in-charge and the local seneschal to end the event.
6. In any case where voluntary correction is not made after the problem has been pointed out; a detailed written report shall be made to the Earl Marshal as soon as possible after the event. In cases where the fighter has made corrections voluntarily a report should be sent to the Earl Marshal as well.

#### **B. Sanctions**

1. In addition to removing an unsafe combatant from the field at the time, long-term sanctions are available. These will only be applied by the Kingdom Earl Marshal, Kingdom Seneschal, or the Crown. Procedures outlined in kingdom law in addition to the Society Sanction Guide shall be adhered to when sanctioning any person.
2. Possible sanctions include:
  - a. Revoking the authorization of the individual to fight with a particular weapon.
  - b. Revoking the authorization of the individual to fight at all.
  - c. Barring a participant from participating in combat activities.
  - d. Recommendation to the Crown to banish the individual from participation in events.
  - e. Recommendation to the Board to banish the individual from the Society and its activities.
3. If any of these long-term sanctions are in progress, the Society Marshal shall be informed, and are subject for review by both the Crown and the Society Marshal.
4. If authorization has been revoked, it is acceptable to inform the Earls Marshal of any neighboring kingdoms to which the currently unauthorized fighter might travel. Once long-term sanctions have been applied, a report shall be made to the Marshal of the Society.
5. An authorization from any Kingdom may be suspended/revoked in another Kingdom, should it prove necessary and appropriate. Such suspension/revocation means that the fighter may not fight anywhere in the Society until and unless the issue is resolved. Accordingly, the Earl Marshal of the kingdom issuing the suspension shall inform the Society Earl Marshal and the Earls Marshal of the neighboring kingdoms.
6. Furthermore, if the fighter is subsequently re-authorized, the neighboring Earls Marshal shall again be notified.

## **XI. Marshal in Training Process**

#### **A. Requirements**

1. Candidate must have reached the age of 16 (sixteen), and be a member of the society in good standing.
  - a. Group marshals-in-training must also be sustaining members of the society so that they have access to the Kingdom newsletter.
  - b. Group marshals-in-training must have reached the age of 18 (eighteen).
2. Candidate must have two advanced authorizations in addition to their primary authorization.
  - a. This requirement may be waived on a case by case basis by the KEM.

**B. Process**

1. Candidate will notify their regional deputy of their interest in becoming a MiT.
2. Upon approval from their regional they will be considered a MiT and may begin their training.
3. MiT's will be responsible for printing off the MiT training form from the Kingdom website.
4. A MiT may receive up to 3 (three) signatures on the form per event they attend.
  - a. Training marshals will only sign an area they are satisfied that the MiT shows proficient knowledge and skill in.
5. While serving as a Marshal in Training the MiT must report each quarter as a minimum.
6. One the MiT has received all necessary signatures the form should be passed on to their regional or the Deputy Earl Marshal for their combat activity for final review.
7. Once the MiT has demonstrated proficient knowledge/skill in all areas the KEM and regional/DEM will sign off on the form and recommend to the Crown that the MiT become fully warranted.
  - a. Only the Crown may warrant an individual. Until the warrant has been confirmed the individual is still a MiT, and may not serve in a role that only warranted marshals may serve.