AVACAL

BOOK OF LISTS

Policies, Procedures and Practices for the Office of the Minister of Lists
Kingdom of Avacal: Book of Lists

This Book of Lists,

Approved on the 27 day of June, 2015 A.S. 49

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INTRODUCTION

The Lists Handbook of the Kingdom of Avacal is a compilation of the Conventions and Standards used by Avacal and those Rules, Conventions and Standards put forth by the Society for Creative Anachronism, Inc. The Standards, Conventions and Rules listed herein will become effective upon the publication of this handbook.

Any observations about the handbook should be directed, in writing, to the Minister of the Lists and the Earl Marshal for consideration or comment. Please note that although this Handbook may not be perfect, many of these rules and standards are actually mandated by various Society Officers and, thus, may only be changed by the Corporate Officers.

This handbook covers a wide range of topics. It includes explanations and examples of how to handle authorization paperwork. It gives advice on how to run a list field and provides information on many popular tournament formats. It also provides clarification to the Minister of Lists policies.

The handbook is divided into two sections.

Part I covers the duties of a Minister of Lists, list office paperwork, and potential issues you could face. It is meant to be read as a reference, with cross-indexing between topics.

Part II covers how to prepare for and run a wide variety of tournaments.

I. WHAT IS THE MINISTER OF THE LISTS?

The Ministers of the List work in partnership with the Marshals administering the combat activities within Avacal. The list office is the group responsible for all the paperwork necessary to maintain fighter's authorizations, run lists and record the results of tournaments at events. Anyone who wants to be involved in SCA combat without actually putting on armor might consider becoming a Minister of Lists.

Avacal’s Ministers of Lists have two primary purposes.

1. Record and administer the combat and marshal authorizations.
2. Organize tournaments, record the results, and ensure that fighting runs smoothly.

II. DUTIES & RESPONSIBILITIES

Ensure that all waivers required by the Society for Creative Anachronism for participation in combat-related activities are current and properly completed for the Marshals by checking fight cards and SCA membership cards. All warranted Marshals must be members of the SCA and the Minister of Lists cross checks the membership list to the marshals list on a monthly basis.
The Minister of Lists is critical to the function of every tournament during which combat related activities occur. The Minister of Lists registers competitors, verifies waivers for the Marshals and fighters, arranges the Order of Combat for successive rounds, verifies the eventual outcome and reports the results of combat related activities at all sanctioned events. The Minister of Lists ensures that each person participating in these activities has an opportunity to compete as many times as the type of activity allows.

III. CHAIN OF COMMAND AND PROCEDURES FOR REPORTING

A) Reporting

1) If you are Lists at Large:
   a) Run the lists portion of tournaments in conjunction with the Marshal in Charge, Champion, officer and relevant Royalty
   b) Reports and confirms results of the tournament, and reports any issues with any participants at the lists table.
2) If you are the Lists Minister of a Branch:
   a) A Change of Officer Form must be completed to take office in a branch.
   b) The Branch Minister of Lists reports on any marshal activities which required lists at the branch level.
      i. This shall be done on or before the 1\textsuperscript{st} of March, June, September and December
   c) Any issues which fighters may need coaching or disciplinary actions based on activity at the list table.
   d) Any other reports that the Kingdom Minister of Lists requires.

3) If you are the Regional Minister of Lists:
   a) Report on the principality (or region) concerning the state of the Lists within your Principality/Region.
      i. This shall be done on or before the 7\textsuperscript{th} of March, June, September and December.
   b) Collect and enter authorization paperwork for your region.
   c) Assist Senior Marshals with required paperwork for new authorizations and marshal promotions.
   d) Send/deliver hard copies of authorization paperwork, and waivers to the Kingdom Minister of Lists for filing on a quarterly basis (at Kingdom level events).
   e) Run or assist in any regional or principality list function.
   f) Maintain a standardized lists kit with tournament format forms.
   g) Teach lists practices and procedures
   h) Any other reports that the Kingdom Minister of Lists require.

4) If you are the Kingdom Minister of Lists:
   a) A properly completed Change of Officer Form when you initially take office.
   b) Provide guidance to all layers of Lists Minister, to aid with Lists duties, authorization paperwork, waivers, reporting, communicating, etc. within the office of the Lists. The deputy positions are the most important to ensure communication and mentorship to the less experienced or to be able to step in when unforeseen circumstances arise and aid is needed.
   c) Shall maintain both, an individual warrant(s) and an online (electronic) roster(s), (required information on the roster system may be obtained from your Kingdom Seneschal as delegated by the Kingdom Earl Marshal.
   d) Answer correspondence from the Principality Lists Ministers, Regional List Ministers, Branch List Ministers and Lists at Large of the Kingdom.
   i) Report to the Kingdom Earl Marshal on any incidents at events that took place regarding lists. Also to report on number of authorized fighters, new fight authorizations, new marshal waivers, expired marshal waivers from either waiver expiration or membership expiration, attendance and results of any kingdom level events which lists were required. This shall be done on or before the 7\textsuperscript{th} of March, June, September and December
   e) Establish additional specific reporting requirements based on the office (with the Earl Marshal approval)
   f) Any other reports that the Earl Marshal requires
   g) Establish additional specific reporting requirements based on the office.
AUTHORIZATIONS AND FILE KEEPING

IV. RECEIVING, ENTERING AND TRACKING AUTHORIZATIONS

Authorization paperwork is integral to the safety, legalities and legitimacies of our fighting arts within the SCA. In Avacal, we authorize fighters and marshals under the same warrant (4-year authorization form). Marshal authorizations require additional supporting documentation (marshal promotion form).

A) Authorization of Fighters

1) All persons who wish to participate in SCA combat activities must authorize under the Society and Kingdom-of-residence authorization procedures. SCA combat activities are defined as armored combat, Society period fencing, combat archery, siege, and marshaling. Other martial activities clearly falling within the scope above are also considered combat-related activities. Youth combat programs are not supervised at the Society level, but participation in such programs requires authorization following Kingdom-of-residence procedures.

2) Fight authorization may only be conducted by Senior Marshals in accordance with the appropriate Book of Combat. Only a Senior Marshal, of the same combat form, can authorize a new combatant or renew an authorization.
   a) Authorizing Senior Marshals are responsible for filing the appropriate paperwork with the office of the Minister of Lists electronically or in hard copy.
   b) Authorizing Senior Marshals are responsible to enter renewals in the Avacal Lists.
   c) New authorizations will be confirmed by the Minister of Lists or a designated deputy.

3) Combat authorizations can be completed for a maximum of four (4) years, waivers remain on file for seven (7) years per society standards.

4) Youth combatants and Youth Marshal authorizations can be completed for a maximum of four (4) years, waivers remain on file for twenty (20) years per society standards.

5) The Office of the Minister of Lists shall provide the Earl Marshal with a list of all current combat authorization cards upon request.

6) Cards are attached to the 4 year authorization form and removed for use when the authorization form is filled in properly.

7) Authorization cards shall not be issued to persons residing in other Kingdoms unless such persons are defined as subjects of Avacal by specific royal treaty.

8) Valid authorization cards shall be accepted from outside Avacal as proof of authorization to fight at an event.
9) Avacal requires proof of previous authorization and a current Avacal ‘4 Year Authorization form’ to be completed before renewing an authorization card for a person who has moved into Avacal from another Kingdom. This process should be completed as soon as possible for people moving into the Kingdom on a permanent basis.

B) Forms and Submissions

1) The following forms are used in the Kingdom of Avacal
a) 4-year Authorization Forms:
   i. New fighter authorizations
   ii. New marshal promotions
   iii. Fight and Marshal renewals
b) Marshal Promotion Forms
   i. New marshal promotions to Junior or Senior status
   ii. Marshal status renewals which have been expired for over one (1) year

2) Authorization of New Junior Marshals
a) New Junior Marshals must be entered into the Marshals Database by the primary authorizing Senior Marshal.
b) The 2nd witnessing Senior Marshal will receive a promotion email notification from the primary authorizing Senior Marshal and verify it electronically within the Lists database.
c) The Minister of the lists will verify the entered information is accurate and complete.
d) In lieu of points a, b and c. Submissions can be made manually directly to the Minister of the Lists as needed. Using the 4 year authorization form and the Marshal promotion form.
e) The Minister of Lists will then send a notification email to the newly promoted marshal and the 2 authorizing senior marshals of the process completion.

3) Authorization of New Senior Marshals
a) New Senior Marshals must be entered into the Marshals Database by the primary authorizing Senior Marshal.
b) The 2nd witnessing Senior Marshal will receive a promotion email notification from the primary authorizing Senior Marshal and verify it electronically within the Lists database.
c) The Kingdom Earl Marshal, or Kingdom Marshal of the appropriate form of authorization must finalize a Senior Marshal promotion electronically within the list database.
d) The Minister of the lists will verify the entered information is accurate and complete.
e) In lieu of points a, b, c and d. Submissions can be made manually directly to the Minister of the Lists as needed. Using the 4 year authorization form and the Marshal promotion form.
f) The Minister of Lists will then send a notification email to the newly promoted marshal and the 2 authorizing senior marshals of the process completion.
4) Authorization of New Fighters
   a) New fight authorizations are to be entered in the fighter database by the authorizing SENIOR marshal using the login they were given when promoted to Senior Marshal.
   b) An email will then be sent to the lists officer to confirm the file is completed and ready for approval.
   c) The Minister of the lists will verify the entered information is accurate and complete.
   d) In lieu of points a, b and c. Submissions can be made manually directly to the Minister of the Lists as needed. Using the 4 year authorization form.
   e) The Minister of Lists will send an email notification to the fighter and authorizing marshal letting them know the process is complete.

C) Renewals
   Fighter and Marshal Authorization renewals can be done by one (1) authorized Senior Marshal. They can be done anytime during the 4 year authorization and up to one (1) year after authorization has expired. If an authorization has been expired for more than one (1) year, a new authorization and or marshal promotion must be completed.
LISTS AT EVENTS, TOURNAMENTS AND TRAINING

The primary, most visible role for the Minister of the Lists is running the list table for Crown and Kingdom Championship tournaments. This can be a highly stressful duty as the King and Champions of Avacal are chosen with the results of these tournaments. A little training, pre-planning, and keeping things on task throughout the day will go a long way.

V. LISTS AT CROWN EVENTS

All Crown Tournaments lists in the Kingdom of Avacal are overseen by the Kingdom Minister of Lists. The tournament format will be set out by the Crown prior to the day of the event. Traditionally, Crown tournaments are double elimination format, the Crown can decide to do a different format, so always check with them in advance. The section is based on a double elimination format.

a. Pre Registration

1) Pre-Registration should be opened one month prior to the Crown event. Entrants are asked to provide the following:
   a) Fighting Title
   b) SCA Name
   c) Inspiration’s title and name
   d) Any directions for the Herald
   Enter the entrants information into the pre-registration sign in sheet then use a mail merge to create the Heralding Cards for the tournament

2) Check the pre-registered entrant’s fight authorization is valid in the Avacal Lists Database, and that theirs and their inspirations memberships are valid from the roster.

3) During check in have 2 lines, one for pre-registration and one for onsite registration. Provide the pre-registered entrants with their pre-filled heralding card to be given to the herald during procession.

4) Have the pre-registered tournament tiles pulled out (or have the entrant pick from the “generic” box) and ready for pairings.

b. Day of Registrations

The event steward will have a time set when lists are to open. Be at your list area early and ready to open lists on time. Use the “List Table Check List” to ensure you have everything you need.

   i. Entrants must provide the following to be entered into the Crown List:
   a) Fighter Name
   b) Inspiration’s Name
   c) Membership Card of both fighter and consort
   d) Fight authorization card
ii. Enter the information into the lists registration form for the tournament.

iii. Provide the fighter (or consort) with a blank heralding card to be filled out and given to the herald in procession

iv. Have the entrant (or consort) find their tournament tile from the box, or a suitable generic tile they wish to use for the day.

c. **During the Tournament**

   i. It is the responsibility of the Minister of the Lists to conduct the tournament pairings in a fair manner at the discretion of the Crown of Avacal. Traditionally, list pairings are done 100% randomly with consideration being made to regular fight practice locations and lines of fealty (Knights/Squires/Man at Arms) early in the tournament.

   ii. Pairings are made based on fighters who have not fought each other yet. Some re-working of the randomly chosen pairs will likely need to happen later in the tournament.

   iii. If there are ever questions to “best pairing” for a round, the decision always goes to the Crown.

   iv. The Bye Fighter is chosen by the Crown.

   v. Provide the field heralds with the pairings (pairs of score cards) at the beginning of the round. Runners will return the completed matches to Lists throughout the round. Winner on Top and the “W” and “L” clearly marked on the cards for the pairing.

   vi. Record all fights on the “bowling score card” for double elimination formats.

   vii. Once a fighter has lost 2 fights, their card is removed (NOT DESTROYED) and they are crossed off the bowling score card.

   viii. After the Tournament, set aside the score card and field cards to be stored for the duration of the winners reign. This is a fail-safe measure in case there is ever a need to revisit the pairings of the results of the tournament.

   ix. Complete a lists report form for the tournament.

**VI. PRIZE TOURNAMENTS AT CROWN EVENTS**

Traditionally, there is a Squires Tournament, hosted by the King and the Order of Chivalry during all Crown level events (Crowns and Coronations). The King or the OC may request another person to run lists for this, but it often falls to the Minister of Lists to do. Likewise, there are often Cadet’s Tournaments and Don’s Invitational’s hosted by the Order of the White Scarf (or the Kingdom Champion or Rapier Officer). Always be prepared to step in to assist with these tournaments.
1) Find out who is hosting the prize tournaments and confirm if they need you to do lists. Sometimes, the Crown or the hosting parties do not want a “scored” tournament.

2) Once the format has been communicated, set up a lists area and be present during the opening introductions of the tournament to provide reporting numbers or inform the fighters who they are reporting to.

3) After the tournament, give the check in sheet and score’s to the sponsoring party and complete a “lists report form”

VII. CHAMPIONSHIP TOURNAMENTS

Avacal’s champions of Armoured, Youth and Rapier are determined by combat, and these tournaments are treated much the same as a crown tournament. Check with the Champion to find out format and if they would like pre-registration prior to the event. It is the responsibility of the Minister of Lists to administer these championship tournaments.

VIII. LISTS REPORT FORMS

The lists report forms are used as a tracking system for tournament results, feedback on efficiencies and tracking areas of improvement. Fill out a Lists Report form for each tournament you participate in. Deputies and Lists at Large are required to fill out the forms and submit them to the Minister of Lists after the tournaments (quarterly at minimum). The details contained within these reports will assist the Minister of Lists in preparing their quarterly reports, documentation, and back up details in case of disputes.

IX. TRAINING

Training future lists volunteers is an important role for the Minister of Lists. Our Tournaments, and therefore our Royal Hierarchy cannot run without Lists and properly trained volunteers can make all the difference on tournament day. TUA’s and other events where TUA classes are being offered are a great way to train new volunteers. Class material is prepared and can found on the Avacal Website under Lists resources. Also, invite volunteers to sit in on tournaments and learn the ropes of running a list, encourage participation. Feed and water your volunteers and make Lists a fulfilling role to play in the SCA.

There are always things to look out for with volunteers. As Minister of Lists, it is your responsibility to keep an eye out for, and train/correct inappropriate behavior at the list table. Examples to look for are:

a) Commentary with fighters needs to be appropriate and non-distracting.

b) Fighters need to be respectful of the lists. Report any inappropriate behavior to the Marshal in Charge.