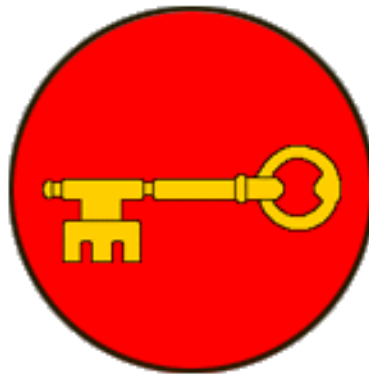




Society for Creative Anachronism, Inc.

Kingdom
of
Trimaris
Official Home Page



SENESCHAL'S HANDBOOK

POLICY AND PROCEDURE OVERVIEW

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A Seneschal's Welcome

Introduction

This is the Policy and Procedures manual for the Seneschal's Office of the Kingdom of Trimaris. All branch seneschals of the Kingdom should familiarize themselves with all the provisions herein, as they will be expected to adhere to them in the performance of their duties while in office.

Welcome

Welcome to the high stress and low pay of the seneschal's office. Let me begin by saying thank you, on behalf of your Kingdom, for volunteering your time and talents to the administration of your group. You will find that being a seneschal can be a task that is both personally rewarding, and advances the health and well being of your own little corner of the Kingdom.

Acknowledgements

Creating this manual has by no means been a solo effort. I wish to extend both thanks and appreciation of the Kingdom, and my personal gratitude to the individuals who made contributions to this project. In particular, I'd like to recognize Baron André Jean Faucon, and Baroness Desirée d'Agincourt for their tremendous involvement. The local seneschals who contributed to the editing and fine-tuning of the contents of this document are to be commended, as well, notably Master Giuseppe, Master Taliesynne, Lord Thomas, Lady Tamsyn, and several others. Thank You.

Martin Lochner
Seneschal, Trimaris
Current Version First Written 3/31/2010

Policies of the Kingdom Seneschal

1 Administration

1.1 Financial Policy

- 1.1.1 All Kingdom and branch financial policies must be adhered to in their entirety.
- 1.1.2 All approved financial forms must be used.
- 1.1.3 When in doubt about the interpretation of Kingdom financial policy as it applies to your office, contact the Kingdom Seneschal.

1.2 Quarterly Reporting

- 1.2.1 All seneschals shall report quarterly to the Kingdom Seneschal, on the schedule determined by the Kingdom Seneschal.
- 1.2.2 All quarterly reports shall include the information requested on the most recent edition of the quarterly reporting form.
- 1.2.3 The Kingdom Seneschal may alter the reporting schedule for any local branch.
- 1.2.4 In the case that a branch does not have a particular officer, the seneschal of that branch shall assume all reporting responsibilities for that office, except as modified elsewhere.
- 1.2.5 All reports shall be submitted in the format requested by the Kingdom Seneschal. (See section 3.8)

1.3 Special Reports

- 1.3.1 In the event of circumstances outside the normal function of the branch, the Kingdom Seneschal will be contacted as soon as possible.
- 1.3.2 In the event that a branch seneschal, at an event their group is sponsoring, and in accordance with Corpora and Kingdom Law, has requested any individual to leave site, the seneschal *must* contact the Kingdom Seneschal as soon as possible.
- 1.3.3 The Kingdom Seneschal may request a special written report, covering the relevant information pertaining to the incident in question.

1.4 Event Date Requests

- 1.4.1 All event date requests for the Kingdom calendar must be made by a branch seneschal.

- 1.4.2 All event date requests sent by mail shall be considered valid only if sent independent of any other communication.
- 1.4.3 As a guideline, an event date request that falls within one hundred (100) miles of an already approved event will be considered invalid, and not accepted, except as noted in sections 1.4.4, 1.4.5, and 1.4.6.
- 1.4.4 All Kingdom events ~~shall~~ take precedence over any local event; No local event will be scheduled on the same date, regardless of distance.
- 1.4.5 No event date request will be considered complete without a site listed, and as such, will not invoke section 1.4.3.
- 1.4.6 The group seneschal holding a verified, calendared date may waive the requirements under section 1.4.3, on a case-by-case basis.
- 1.4.7 Event date requests will be resolved on a first-come, first-served basis.
- 1.4.8 No event date request will be accepted more the twenty-four (24) months in advance.
- 1.4.9 No event date request will be considered accepted unless and until the Kingdom Seneschal informs ~~both~~ the Kingdom Chronicler, the Kingdom Webminister, and the requesting branch seneschal.
- 1.4.10 All event dates must be published in the Kingdom newsletter as required by Corpora.

1.5 Waivers

- 1.5.1 All branch seneschals must read, understand, and follow all provisions of the Corporate Policies of the SCA, sections IV, V, and VI (Waiver Policy). Note specifically that the Waiver Policy, section VI.E states,
- “Each Kingdom shall have a single responsible officer (“Waiver Secretary”) as a deputy to the Kingdom Seneschal to ensure that all required waivers, rosters, and sign-in sheets are collected and safely stored within a reasonable time after each event. The Waiver Secretary shall ensure that waivers for each event can be located and provided to the appropriate authorities in the event a specific waiver is required.”
- 1.5.2 All branch seneschals will ensure that all waivers for any event that their group has hosted are delivered to the Waiver Secretary within ten (10) business day of the conclusion of the event.

1.6 Files

1.6.1 All branch seneschals shall keep appropriate records in an organized and orderly fashion.

1.6.2 All records of the group shall be maintained for a period not less than seven (7) years.

1.6.3 In the event that a paid member submits a written request to view the branch records, that paid member shall be granted reasonable access to the records at the branch seneschal's convenience. In no case shall records of a medical nature be subject to review.

1.6.4 All requests to view branch records shall include a copy of the member's membership card, showing expiration date, and a picture ID.

1.6.5 The branch seneschal, or their designee, must be present for the duration of the review.

1.6.6 In no case will copies of branch records be made, nor will they be altered, amended or removed.

1.7 Turnover of Property

1.7.1 At the conclusion of the seneschal's tenure, all branch seneschal files and properties of the office must be turned over to the incoming seneschal within thirty (30) days.

1.7.2 Files and properties of the office will be considered received once in the possession of the incoming seneschal, or their designated agent.

2 SCA Functions

2.1 Definition

2.1.1 The Kingdom of Trimaris defines official SCA functions as any SCA gathering consistent with the definition stated in Corpora, section II.A, and subject to the restrictions of Corpora, sections II.A through II.F. Please note the following, from Corpora, section II.A:

“All Society events must be sponsored by branches of the Society, registered with the Seneschal of the sponsoring branch, publicized at least to the members of the branch, and conducted according to Society rules.”

2.2 Alcohol Policy

2.2.1 All branch seneschals must read, understand, and follow all provisions of the Corporate Policies of the SCA, Inc., section VIII (Alcohol Policy). Specifically, the Alcohol Policy states,

“The use of any SCA funds for the purchase of potable alcohol, except for quantities as may be necessary for cooking, is prohibited in the United States and its territories.”

2.3 Legal Representative

- 2.3.1 At any official SCA function, the sponsoring branch seneschal or their designated legal representative must be present.
- 2.3.2 In the case where the legal representative is not the branch seneschal, the legal representative must be a paid member.
- 2.3.3 The legal representative is subject to all the requirements for holding office in the SCA, Inc.
- 2.3.4 The legal representative will have all the authority and responsibilities of the sponsoring branch seneschal for the extent of the official SCA function, until relieved.

2.4 Removing Sanction

- 2.4.1 In the extreme case that sanction must be removed from an SCA function, the officer sponsoring the event will use whatever means are necessary to contact the Kingdom Seneschal as soon as possible.
- 2.4.2 Any branch seneschal removing sanction from an SCA function must prepare a written report of the circumstances pertaining to the incident, and mail the report to the Kingdom Seneschal by the close of the next business day.

2.5 Contacting Mundane Authorities

- 2.5.1 Only the branch seneschal, or the designated legal representative may contact the mundane authorities on behalf of the SCA, Inc., except as noted in section 2.5.2.
- 2.5.2 In the case of a medical emergency, a warranted surgeon may contact the emergency medical service providers on behalf of the SCA, Inc.
- 2.5.3 In the case where mundane authorities must be called, each such incident must be reported to the Kingdom Seneschal as soon as possible but no later than the end of the next business day.

3 General

3.1 Use of SCA Name

- 3.1.1 Per the Policies of the Society Seneschal's Office,

“No seneschal may commit higher levels of the SCA to do anything, and no agreements may extend the use of the SCA’s name to an outside group or individual.”

3.1.2 No branch seneschal may delegate the authority to sign contracts in the name of the SCA, Inc. without the express written consent of the Kingdom Seneschal.

3.2 Public Relations

3.2.1 The branch seneschal, territorial Nobility, or their designee must be the point of contact for any public event, demonstration, or release of information to the media.

3.2.2 *The branch seneschal, or their designee must report any media contact to the Media Relations Deputy as soon as possible, but no later than the next business day.*

3.3 Branch Borders

3.3.1 The Kingdom Seneschal shall maintain a listing of all branch borders within the Kingdom.

3.3.2 All questions of branch boundaries shall be referred to the Kingdom Seneschal.

3.4 Religion

3.4.1 All branch seneschals must read, understand, and follow all provisions of Corpora, section II.F (Policy on Religion). The Policy on Religion states, in part,

“...the Society shall neither establish nor prohibit any system of belief among its members.”

3.5 Non-Profit Status

3.5.1 At no time shall any branch, through action or inaction, give the impression of performing services for fee.

3.6 Deputy Positions under branch Seneschals

3.6.1 All branch ministers of youth must report on a regular basis to the branch seneschal and to the Kingdom Minister of Youth.

3.6.2 All branch ministers of youth shall render such cooperation as is appropriate to assist the Kingdom Minister of Youth in the performance of their duties.

3.6.3 All branch constables must report on a regular basis to the branch seneschal and the Kingdom Constable.

3.6.4 All branch constables shall render such cooperation as is appropriate to assist the Kingdom Constable in the performance of their duties.

3.6.5 All branch hospitallers must report on a regular basis to the branch seneschal and the Kingdom Hospitaller.

3.6.6 All branch hospitallers shall render such cooperation as is appropriate to assist the Kingdom Hospitaller in the performance of their duties.

3.7 Electronic Communications

3.7.1 Electronic communications with officers of the Kingdom shall be allowed to the extent that they choose.

3.7.2 In no case shall a member or participant be required to communicate with an officer through electronic means.

3.8 Official Communication

3.8.1 Official communication shall be defined as any written communication.

3.8.2 All official communication must include the name and return address of the correspondent.

3.8.3 All official communications received by a branch seneschal soliciting a response shall be responded to as required by Kingdom Law.

3.8.4 Anonymous communications of any kind will not be accepted.

Procedures

Administration

Meeting Procedures

There are several factors to remember when conducting the meetings for your local branch. First and foremost, you must at all times remember that your local meeting meets the requirements of an official SCA function as defined in the policies above. As such, you, another officer, or your designated representative must always be present. It is your responsibility to make sure that this procedure is always followed.

Please also be aware that the business meetings of the group are subject to the same rule as the normal meetings; they must be publicized, and anyone may attend.

1. *Choose a location*

You should choose a meeting location so as to maximize the opportunity for the populace at large to attend. You should also try to select a location that will give you some level of public exposure – we do like to have new members, and this can be one way to get them.

2. *Publicize the meeting*

In publicizing your meetings to the populace, it is not necessary to publish the meeting time and place if the group always meets there. In the case where the meeting place will be changed, you may publicize the fact by announcing the change as soon as you are aware of it, and for every meeting preceding the change of venue.

3. *Create an Agenda*

Even if your agenda is very loosely organized, you should have an agenda for your meetings, and a procedure that allows members of the populace to request time in the meeting to speak. Having an agenda ensures that you will not forget anything, such as the announcement of demos, etc., and that all officers of the group will have an opportunity to report on the status of their offices.

4. *Conduct the Meeting*

Often, there is a tremendous desire not to interfere in the normal flow of interaction at meetings. Resist this phenomenon. Providing some guidance for your meetings can help you avoid arguments and rambling, and allow you to get the necessary business completed.

5. *Close the Meeting*

When the meeting is closed, be sure to announce the fact to the populace. This lets everyone know that the business of the group is finished, and those that choose to go home, socialize, or the like. Once you've announced that the meeting is over, this also means that *you* can go home, subject to any agreements you've made with the owner of the meeting place, like locking up.

Event Date Requests

For most branch seneschals, getting an event on the Kingdom calendar can seem like a daunting task. The steps to do so, however, are not many, or complex, and when followed correctly can result in a fairly painless experience. A key point to remember is to get your event date requests in early. As you've probably already noted, the calendar fills up quickly.

1. *Consult the Kingdom calendar.*

Before submitting an event date request, consult the Kingdom calendar to see what events are going on in the time frame your group is interested in. Often, you may discover some 'down time' in the Kingdom where you are unlikely to run into scheduling conflicts.

2. *Select a Site*

As noted above, an event request that does not include site information is not complete, and as such does not invoke the one hundred (100) mile blackout policy. Furthermore, even after your event is on the calendar, if you have not submitted site information to the Kingdom Chronicler, including directions to the site, within sixty (60) days of the event, you run the risk of having your group's event pulled from the Kingdom calendar. No business may be conducted at an event that has lost its official status, including the giving of awards, or the turnover of offices.

3. *Contact the Kingdom Seneschal*

Once you have selected a date for your event, and a site, contact the Kingdom Seneschal to have your event put on the Kingdom calendar. For event date requests, you may submit them to the Kingdom Seneschal by mail, or by telephone. When submitting event date requests by mail, do not include them with your quarterly reports, as you run the risk of having them overlooked. Do not submit event date request by email, unless the Kingdom Seneschal has announced that they will accept them in this format.

4. *Verify the Date*

Once you have contacted the Kingdom Seneschal to have your event added to the Kingdom Calendar. In the case of requests by mail, follow up that request with a telephone call approximately one week later. Telephone requests are processed immediately, and should be considered verified once the Kingdom Seneschal tells you they have added it to the calendar.

5. *Submit a Flyer to the Kingdom Chronicler*

Once your event date has been verified, submit a flyer to the Kingdom newsletter. This is the final step in making your event official, and eligible for the conduct of business. Please note that it is the responsibility of the branch seneschal to ensure that the flyer for an event is submitted to the Kingdom newsletter at least sixty (60) days prior to the event.

Reporting

Quarterly Reports

Quarterly reporting is without question the most arduous and time consuming task a branch seneschal faces. Please remember in performing this duty that it is very important to the health and well being of the Society, and a regular and consistent record of group business helps us to solidify our standing as an educational organization with the appropriate federal and state agencies.

1. *Collect information throughout the reporting period*
You will find that it is extremely difficult to try and remember all the activities of your group over the last three months when you are sitting down to write your report. Get in the habit of making notes on the activities of the group throughout the reporting period. Attendance rosters at your meetings, copies of event flyers, and your local newsletter are all excellent resources to help you in this.
2. *Use the reporting form as a guideline.*
The reporting form lists all the information that is needed, and should be used as a reference when collecting information about the group. It is only a guideline, however. If you have more to say, by all means, write it up! Do not feel constrained to include only the information requested; if there are great things happening in your group, let the Kingdom Seneschal know. This can often lead to recognition of your outstanding members by the crown.
3. *Submit your reports on time.*
Submitting your reports in a timely manner means that the Kingdom Seneschal can make their reports to the Society Seneschal in a timely manner, as well. Unfortunately, this seems to be an area where many seneschals have difficulty. Please be aware that a consistent pattern of late or missing reports can result in administrative sanctions from the Kingdom Seneschal.

Domesday Reports

The procedure for completing the Domesday report for your local branch is not that much different from the procedure for quarterly reporting. Unlike the quarterly's, however, this report must summarize the activities of your group through an entire year. As such, you should begin preparing to complete this report almost as soon as your third quarter report is done; this will provide you sufficient time to adequately address the information needed on the report.

1. *Collect Information*
This will mainly involve referring to your quarterly reports to refresh your memory of the activities of your group.
2. *Use the reporting form as a guideline*
Again, feel free to expand beyond the requirements on the form to include in information you feel is necessary or important about your group.

3. *Submit your reports on time*

Of all the reports you will submit in a year, the Domesday is the one that is most critically needed on time. The Kingdom Seneschal uses your report in compiling the Domesday Report for the entire Kingdom; this only works if the branch seneschals get their reports in as soon as possible.

Special Reports

On occasion, you may find yourself in the position of having to write a special report to the Kingdom Seneschal, such as in the unfortunate event that one of your members is injured at an event, and is transported to the hospital. Aside from emergency situations, you may also need to file a special report to document an ongoing problem in your group, such as a member being disruptive in your meetings. I will not try to list all the possible situations that call for filing a special report, but there are some simple steps to follow when doing so.

1. *Document early*

If you must write a special report, either for the Kingdom Seneschal or for the files, try to do so as soon after the incident as possible. The longer you wait to write things down, the more likely that important details may be forgotten. In the case where mundane action must be taken, you may also be limiting the options of the SCA, Inc. by choosing to wait.

2. *Be thorough*

Try to provide as much context as is necessary to completely understand the event leading up to the report. If this is the culmination of a series of ongoing problems, be sure to mention that fact, and cite specific examples, and reports, if filed. The more information you can get down, the more likely that a successful resolution to the incident may be reached.

3. *Limit yourself to factual information*

Often in writing a report, there is a tendency to record 'he-said, she-said' information that is too slanted in perception to be of much use. Try to limit yourself to stating the factual information, as you know it. Where you must provide 'witness accounts' or supposition for completeness, make sure to note it as such.

4. *File quickly*

The faster your report gets filed, the faster appropriate actions may be taken. Even in the case where you're just 'adding a note to the files', try to get them in quickly. Often, you may find yourself putting things off until they are forgotten entirely.

Files

Despite its reputation as a difficult and time consuming task, keeping the files for your group should be a fairly simple and straightforward assignment. In order to file effectively, however, you must make it part of the routine of your office. The steps necessary to complete this process successfully are outlined below.

1. *Collect Filing Materials*

Collect all the materials that are of operational or historic significance to your group and the office of seneschal, including all event bids, contracts, and official correspondence. Make especially sure that you collect all reports you generate for filing; this can save a lot of time if your quarterly or domesday report is lost or damaged in transit.

2. *File Regularly*

Develop a schedule by which you file all the paperwork you have collected. As with many other processes in the seneschal's office, the longer you put off doing this, the more likely it is that something will get lost. This can also be a good opportunity for you to get your successor up to speed on what goes on behind the scenes, and thereby assist them in making a smooth transition.

3. *Review the Files Regularly*

Take some time now and then to look back through the files and make sure that everything that should be there, is there. This can help you to identify items you've forgotten to file, or that have been filed incorrectly. This can also allow you to spot long term trends of the group that need your attention, such as a decline in membership.

Insurance Certificates

In order to facilitate prompt response when ordering insurance certificates; please follow the steps outlined below. Please allow at least **30 (thirty)** days for completion of your request.

HOW TO ORDER INSURANCE CERTIFICATES

Use a separate sheet of paper for the required information for each certificate requested. Please use only the format listed below. If you have questions, please call the Corporate Office at 1-800-789-7486 for clarification.

Note: The Corporate Office contact information is: P.O. Box 360789, Milpitas, CA 0789, Fax 408-263-0641

1. Name and physical address of the site.
2. Dates and times of the event.
3. Certificate holder's name and address. (This is not your local group -- it is the church, park department, or other site owner who is requesting the certificate).
4. Additionally Insured Wording. (The exact wording that the Certificate Holder wants on the certificate. They will provide you with the wording.)
5. Fax number (if the certificate is to be faxed).
6. Routing name for the fax (if applicable).
7. Event Coordinator (autocrat or branch seneschal): name & daytime phone number.

ORDERING FEES FOR INSURANCE CERTIFICATES

GENERAL LIABILITY POLICY & INTERNATIONAL POLICY:

If there is to be a named "additional insured", the fee is \$ 50. If no "additional insured" is requested, the certificate is free. **FEE MUST BE RECEIVED WITH REQUEST. PROCESSING WILL NOT BEGIN UNTIL FEE HAS BEEN RECEIVED.**

EQUESTRIAN POLICY:

Each time the Equestrian Policy is activated, whether there is an "additional insured" or not, the fee is \$ 50. **FEE MUST BE RECEIVED WITH REQUEST. PROCESSING WILL NOT BEGIN UNTIL FEE HAS BEEN RECEIVED.**

LATE FEE:

If the **30 (thirty)** day ordering period is not adhered to, there will be a **\$100 late ordering fee** charged. (*Note: Changed from \$25 11/99*). Occasionally, the site will delay requesting a certificate until less than a month before the event. In that case, the fee may be waived by providing the Corporate Office with a letter from the site owner (on letterhead) detailing the cause of the delay. However, the late fee will need to be paid with the certificate fee, and will be refunded after the site owner's letter has been reviewed.

EMAIL:

Certificates may now be ordered via patsca@pacbel.net. The 30-day advance notice still applies, and all "additionally insured" and Equestrian certificates must include payment with a Visa/MasterCharge account# and expiration date.

SCA Functions

Local Event Procedures

Events are the certainly going to be the activity with the highest profile for your group, and it behooves you to spend the time to make sure that everything runs as smoothly as possible. This is an area that, done well, usually goes unnoticed, but when there is a problem, can be very damaging to the group. Make sure that you completely understand all relevant policies and procedures that may affect the successful implementation of your group's events.

1. *Ensure Financial Policy is adhered to*

At all times, you must ensure that the Society, Kingdom, and Group Financial policies are strictly adhered to. In practical terms, this means that you must ensure that proper cash controls are implemented so as to minimize the possibility of financial irregularity. Your group's exchequer should be your first resource in making sure that all event-related financial functions are performed correctly.

2. *Have Corpora, Financial Policy, and Kingdom Law*

As per the Corporate Policies of the SCA, Inc., section VI.D,

“The local Seneschal, or other officer in charge of any function at which waivers will be required, is responsible for ensuring that a copy of the Kingdom's Law and the current Organizational Handbook are available at the function.”

This means every event you hold, whether official or not. This also includes fighter practices, as well. You should make sure to inform you group's marshal of this policy, as well, so that it can be implemented at fighter practice.

In the case of events, you should also have financial policy available as a reference.

3. *Ensure proper waiver procedures are be used*

I cannot stress enough how important it is that your group applies all the requirements of the SCA Waiver Policy. In the event that there is a problem, and your group was found to be out of compliance with the Waiver Policy, *you* will be held responsible.

Waivers

1. *Make sure a waiver is signed before entering site*

Before anyone is allowed on site, they must prove to you that they have properly executed a waiver with the most recent text as defined by the corporate office. The only acceptable forms of proof of waiver is a current valid blue membership card.

If any person wishing to enter site cannot meet the burden of proof of waiver, they must execute a waiver at registration before being allowed to enter site. If a roster waiver is being used for this purpose, it must have the complete text of the SCA waiver, without alteration.

2. *Minor waiver forms must be notarized*

There are some extremely important things to remember about minor waivers. First, if a minor is attending an SCA event with their parent, but does not have a membership card, they must execute a minor waiver to enter site. Roster waivers are *not* acceptable for this purpose; individual minor waivers must be used. The most current minor waiver may always be found in the Kingdom newsletter.

If a minor wishes to attend an SCA event in the company of someone who is not their parent or legal guardian, they must present a minor waiver that has been both signed by their parent *and notarized*, and this form must be signed by the adult attendee accepting responsibility for the minor. Additionally, a Medical Authorization Form for Minors *must* be signed by their parent and notarized. The form must list an adult attendee of the event as the person able to authorize medical treatment in the case of emergency. Should the person so named leave site for any reason, the minor must do so also.

3. *Send completed waivers to the waiver deputy*

At the conclusion of your event, make sure that all waivers executed at the event are sent to the Kingdom Seneschal, or to a deputy warranted for that purpose. These must be the original waivers; photocopies will not do. At your discretion, you may choose to keep copies of the waivers, but are not required to do so.

Removing Sanction

Removing sanction from an event is one of the most serious actions you can take as a branch seneschal, and one that has far reaching consequences, both for you and for the SCA. It is profoundly hoped that you never have to employ it; it is worth noting that unnecessarily removing sanction from an event is grounds for the revocation of *your* membership. In some rare cases, however, it may be necessary to do so. If you find yourself in this unfortunate position, follow as closely as possible the steps outlined below.

1. *Explore every other avenue of redress*

Before removing sanction from any event, always exhaust every other possible solution to the problem. This includes using whatever resources are at your disposal, including other officers, territorial nobility, and the Crown, if present.

2. *Provide a warning*

If you are unsuccessful in dealing with the problem, warn any officers, hosting territorial nobility, and the Crown, if present, that a serious threat to the Society exists, that you have been unable to resolve it, and that if you or they cannot do so, you will be forced to remove sanction from the event. You may find that in doing so, an alternate solution can be found.

3. *Notify the site owner, if possible*

If you are unable to resolve the issue in any other way, remove sanction from the event by notifying the site owner, if available, that the SCA, Inc., is no longer associated with this event, that all SCA participants should leave, and that the SCA's insurance will no longer cover the activities of any person who chooses to stay.

4. *Announce that sanction is being removed*

Next, you must announce through out the site that the SCA's sanction of that event has been removed, and that all persons who choose to stay on site do so of their own accord, without the protection of the SCA's insurance, and subject to all relevant trespassing laws.

5. *Report immediately to the Kingdom Seneschal*

Call the Kingdom Seneschal immediately, and give them a verbal report of the circumstances leading to the removal of sanction; ideally, this should be within hours. Be as thorough as possible in describing the events. If possible, have the names and phone numbers of any interested parties available so that the Kingdom Seneschal may contact them, as well.

6. *Prepare a written report*

Write down the entire chain of events leading to the removal of sanction from the event. Again, be as thorough as possible. Include all relevant supporting information. Once completed, this should be mailed to the Kingdom Seneschal by the end of the next business day.

Contacting Mundane Authorities

Occasionally, you may find it necessary to contact the mundane authorities. When doing so, remember that only the hosting branch seneschal or a legal representative has the authority to speak on behalf of the SCA. Do not allow anyone to contact the authorities for you.

1. *Contact the mundane authorities as appropriate*
Do not attempt to take on the role of an emergency service provider. If there is a fire, call the fire department; don't try to do this yourself, as you may only add to the problem. When it becomes clear to you that the mundane authorities must be contacted, do not hesitate.
2. *Provide whatever assistance is required*
Provide whatever assistance the mundane authorities ask for. In the case of a medical emergency where an ambulance is called, make sure the route the ambulance will have to take is clear. If possible, have a constable or volunteer direct the ambulance to the site of the emergency.
3. *Contact the Kingdom Seneschal immediately*
Once the emergency is over, contact the Kingdom Seneschal immediately. Have the details of the emergency, including the names of all interested parties, if available, and any information received from the mundane authorities.
4. *Prepare a written report*
Write down the entire chain of events leading to the point at which the mundane authorities were contacted. Again, be as thorough as possible. Include all relevant supporting information. Once completed, this should be mailed to the Kingdom Seneschal by the end of the next business day.

General

Grievance Procedure

Unfortunately, you are likely to spend a certain amount of your tenure as seneschal resolving disputes between your members. This society of ours can be a very involving activity, and sometimes even persons of good conscience can lose patience with one another. There will be times, however, when the nature of a dispute between the interested parties does not seem to be able to be resolved. At all times, you should be aware of the grievance procedures of the Kingdom, and suggest them to those members that do not seem to be able to solve their differences any other way. For completeness, they are listed below.

1. *Try to work things out face to face*

When someone does something that interferes with your appreciation of the Society in a way you can't ignore, or that seems to be contrary to the rules, talk it over. Explain the problem as you see it, and listen to the reply. (Likewise, if someone comes to you, listen carefully before you frame your answer.) With luck and good will, the problem will go away. You'll find ways to reduce the level of irritation, you'll stop real rules violations, or you'll come to understand why things you thought were violations were actually legitimate activities. If you can't communicate, ask someone you and the other party both respect to help, either by relaying messages or by moderating a meeting between you. Try not to go to an officer in charge of the area in question, as such an officer may be tempted or compelled to make a ruling instead of letting you reach an informal agreement.

2. *Write to the person you're having difficulty with*

Describe the way you feel you're being damaged, without indulging in insults or threats. Ask for the action you feel would set things right, and indicate how long you feel you can wait for a reply before making further distribution of the complaint. Keep a copy of the letter, but do not send it to anyone but the addressee at this time. The written word is often more effective than the spoken word, so there's a good chance that this letter, or a series of direct letters and replies, will eventually lead you to a solution. As long as you feel you're making progress either in understanding or in getting your way, do not go on to step 3.

3. *Write a more formal letter to the other party*

Outline any new points you may have thought of and refer to your previous correspondence. Send a copy to the officer in charge of the area in question, OR to the royalty or royal representative nearest the level where you have a dispute. Depending on the situation, it may be a good idea to send copies of the letters you've already written or received on the matter with the copy of the current letter you send to the superior; if you are doing so, be sure to mention it in your letter. (It is very important to proceed openly as you pursue your complaint; things are tense enough already without adding a new--and justified--charge of sneakiness to the general dispute!) Again, set a reasonable time for a reply, and consider it carefully when it arrives. As with step 2, continue at this level as long as it looks like there's any progress.

4. *Write directly to the officer in charge of the area in question*

Include copies to the subject of the dispute, the next higher officer, and the appropriate royalty or royal representative, if any. Explain how you feel you're being mistreated, and ask for specific help. Include the entire previous correspondence, if you have not already shared it with the officer--and mention the enclosures in the text. Evaluate the reply or replies before you decide to go forward.

5. *Repeat step 4, moving up the organization*

Include everyone you've involved on your copy list. Follow your correspondents' advice as to whether or not anyone else at or below their level needs to be consulted. Eventually, you run out of levels.

6. *Contact the Board of Directors*

If no one else has managed to find a solution, the Board will do so. However, there is no guarantee that you will like what they come up with, and there is nowhere else to turn. Even if you get something resembling what you originally asked for, the effect on the Society may well be regrettable, as the Board finds it almost impossible to deal with a specific situation without touching anything else.

Communication

1. *Get releases before making public any personal information*

Currently, the SCA requires written consent before printing anyone's personal information. This includes name, address, and phone number. As such, when you are collecting this type of information, either for phone trees, local directories, etc., make sure to get signed releases from everyone who is participating.

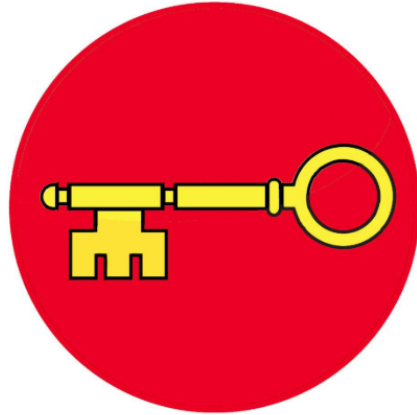
2. *Contact the Kingdom Webminister for official Web-site policies*

The SCA has extensive policies and guidelines on the construction of web sites. Make sure that prior to putting up your group's web site, that you have checked with the Kingdom Webminister.

Unfiled Offices

1. *File Regular Reports*

You are responsible for ensuring that the other officers on your group are filing their reports. Likewise, you are responsible for filing the reports for offices that are not filed in your group, even if it's to say that there is no activity. For deputy seneschal positions, i.e. minister of youth, constable, and hospitaller, make reports directly to the Kingdom counterparts. For offices under the other great officers, report directly to them.



The Kingdom of Trimaris

LOCAL SENESCHAL ON/OFFBOARDING TRAINING

**OFFICER JOB ROLE, HOW-TO'S,
REPORTING & WARRANTING EXPECTATIONS,
AND OTHER JOB HIGHLIGHTS**

(Kingdom Seneschal Handbook Expanded)

Welcome to the Seneschal's Office

Welcome to the office of the Seneschal within the Kingdom of Trimaris. Thank you in advance for your selfless service in volunteering. To begin, it is important you understand the expectations of your role as the legal representative and procedural guide to your local group.

To start, don't panic. You are not expected to know everything about everything (but that helps!). You are the local chapter president of an international nonprofit organization, same as the president of the local Rotary Club, Kiwanis, or VFW. Your job is running the business that is your shire, canton, or Barony, and keeping the local group afloat and in compliance with Kingdom and Corporate policies. To do this job successfully, you do need to familiarize yourself with SCA Corpora and relevant corporate policies, Kingdom law, this Kingdom Seneschal's Handbook, and know how to track down resources and share information; no small task. You are not alone! You have a community of Seneschals, Volunteers, and your Kingdom Seneschal for support. Leverage those resources!

Here is where to look for those resources:

- SCA Corpora
 - <https://www.sca.org/resources/document-library/govdocs/>
- Trimaris Kingdom Law
 - <https://www.trimaris.org/wp-content/uploads/Revised-laws-final-May-13-2023.pdf>
- The Society Seneschal's Handbook
 - <https://www.sca.org/wp-content/uploads/2021/09/Seneschal-Handbook-0421.pdf>
- The SCA Sanctions Manual, which you hope you don't have to reference
 - <https://www.sca.org/wp-content/uploads/2024/04/Sanctions-Manual-2024.pdf>
- How to order an event insurance certificate
 - <https://www.sca.org/resources/insurance/insurancecert/>

Your duties as a Local/Group Seneschal Officer will include, but are not limited to:

- ❖ Reviewing and updating your Group's legal and or financial policies - in congruence with the applicable officers and compliance with Kingdom and Society Policies
- ❖ Filling out quarterly reports via the Trimaris website at <https://trimaris.org/officers/office-of-the-seneschal/quarterly-seneschal-officer-report/>. This report includes any events going on in your Barony/Group, any new deputies taken or advertised for, and events/demos relevant to your group, reports status, warrant/officer check in, and more. Review you online quarterly report form for due dates. Failure to report at all for two consecutive quarters automatically voids a warrant;
 - Should an office in your group be temporarily vacant, it falls to the Seneschal to report to the applicable Kingdom Greater Officer, per the deadlines on those online reports (be mindful they do not necessarily line up with your own reporting timeline);
- ❖ Completing a final Domesday report in conjunction with the fourth quarter report. The Domesday is essentially a summary of all that happened during the year - to confirm your group has all four quarters of reporting archived in the case of future auditing. It the onus of the Officer to maintain copies of your reports to Kingdom, so please, prior to submitting, keep a copy of each report in your Seneschal Email;

- ❖ Being a legal and procedural resource for your group;
- ❖ Facilitating research, mediation, and up/down situational reporting, as needed;
- ❖ Coordinate the Agenda and administrate your local Business meetings (required no less than once a quarter - typically monthly);
 - o Ensuring your Chronicler, deputy, or designated party takes good notes is imperative to your ability to step in and report for a suddenly vacant office until a new officer is in place - it is thus imperative you ensure you maintain comprehensive meeting agenda logs and applicable notes, in case they are needed for reference.
- ❖ Maintaining your membership in the SCA so you can be warranted. An expired membership automatically voids a warrant, so please be sure to keep this updated in your quarterly reports to Kingdom;
- ❖ You or an approved Seneschal Deputy must be present at your local SCA events/demos - as the legal representative of your group;
- ❖ Review and approve all group event bids congruent with Kingdom Law & procedures.
- ❖ Knowing where to get information to do what's requested or required and knowing how to connect people with scholars to help;
- ❖ Advertising for and then training of your Successor Deputy (See - Transparency of Opportunity Police for adherence to office requirements for new deputies);
 - o Please note, no Successor Deputy may be selected, even at the preference of the group, without approval from your Greater Officer - the Kingdom Seneschal. While the popular vote or consensus is typically a leading factor, the Greater Officer may have perspective you do not, as relative to their role as the leading legal representative of your Group.

In all Local/Group Offices, only the Greater/Kingdom Officer and the Crown can sign into office a new Local/Group Officer, and as such, their approval is required for Warranting. This is to ensure a non-biased selection of a member in good standing, with the necessary credentials to fulfill the role's responsibilities;

See On/Offboarding and Warranting expectations further in this document;

Your Kingdom Seneschal recognizes you are a Volunteer and your time is valuable; your bandwidth is not infinite. Don't hesitate to avail yourself of your resources.

The best way to do that is to know what, or who, they are. And there are many! Should you ever have any questions, or wish for further insight, don't hesitate to reach out – as this resource can, and will, evolve. Engage early and often if you find yourself struggling or seeking further insight on any of the above or next steps in your role. Your Kingdom Seneschal is here to help. Reach out, via Seneschal@Trimaris.org.

The Buck Stops With YOU

Remember YOU are in charge of your local group. Nobody else is, not even the most senior peer in your area. You sign the checks, You make the contracts, and You are answerable for your local group's good standing and welfare.

You are who the cops and media will be talking to if either of them is called around. (if either thing happens, be polite, admit nothing, and get on the phone to the Kingdom Seneschal post haste!) see: <https://www.aclu.org/know-your-rights>

As Seneschal, you are charged with learning what's best for your shire, canton, or Barony, and making sure those best interests are upheld, events done right, any property or inventory is accounted for, and reporting deadlines are met.

You are NOT responsible for social issues or 'SCA Politics' either in your local group or kingdom wide. As a leader, you cannot 'save' anyone, you cannot 'fix' anyone, and you are strongly advised to stay out of interpersonal disputes in your local group, for you might be called upon to mediate between parties or investigate a bad behavior complaint. (remember Rule 6: Don't be a Dick!). As the president of the local chapter of SCA, Inc., you are above politics, and you should not take sides in any social media or other SCA or mundane political debates. Not even on your personal social media, not as long as you are Seneschal.

You aren't alone in this responsibility. You have a slate of officers who are also vested in the well-being of your group whether they like each other or not, you probably have Peers in your area whose literal job it is to uphold local group and Kingdom, you may have your own Peers to advise you, and you have a Kingdom Seneschal's Office who will back you up and is ready to help, all you need to do is ask for help.

REPORTING EXPECTATIONS

To Whom Does Who Report?

❖ LOCAL/GROUP: SENESCHAL

- Reports Directly to Kingdom Seneschal (KSEN).
- CC's Group Seneschal inbox on all Quarterly and Domesday (Year-End 4 quarter roll-up) reports. (Suggest keeping reports in word, google sheets, or notepad format in case there is any issue with the online quarterly report form - If the website eats it, it is still on the Officer to provide this report on request to Kingdom or Society.)
- Reviews with KSEN all applications for Deputy/Successor; and any applicable updates on successful office turn-over.
 - All Deputy/replacement candidates must be acceptable to the Kingdom Seneschal Office before a candidate may be selected. Must be members/in good standing with the SCA.

- *All* applicants must be forwarded to the Kingdom Seneschal for transparency and potential mentorship opportunities for candidates not selected.
- For Baronies, MOAS may need to send a courtesy copy of their reports also unto the Baron and Baroness (not a default requirement – but please be sure to reach out and defer to their preference).
- See also “Your Leadership Resources” later in this Handbook.

❖ **KINGDOM: KSEN – KINGDOM SENESCHAL**

- Reports directly to the Crown, and the Society Seneschal.
- KSEN works with the Crown for approval and signature on all Officer Warrants.
- For KSEN Successor Deputy, the Kingdom Seneschal must present and confirm any candidates are members in good standing with the Society, prior to Crown/Society Officer approval. (And all applicants must be reported to and approved by the Crown prior to Deputy selection)
- The Kingdom Seneschal is not technically responsible for the other Greater Kingdom Offices, who each report independently to their Society superior. However, in practicality, the Kingdom Seneschal is the CEO of the Kingdom, and all Kingdom Officers have at least a ‘dotted-line’ accountability to the Kingdom Seneschal.

❖ **SOCIETY: SOCSEN – SOCIETY SENESCHAL**

The Society Seneschal (Vice President for Operations) manages the administration of the Society’s historical recreation, directing the activities of the Kingdom Seneschals and making interpretations of and clarifications to the policies governing historical recreation aspects of the Society.

❖ **Note: KINGDOM SENESCHAL DEPUTIES**

Kingdom Seneschal Deputies may or may not be expected to report each quarter - per preference of the Kingdom Seneschal (as with all Greater Officers). The KSEN (again, as with all Greater Officers) has the autonomy to create new deputy solutions, or leave vacant obsolete deputy offices at their discretion – to flex with the evolving needs of their administration. All deputies must be active members in the SCA. Should you need to engage any Kingdom deputy (perhaps for insight into your populace’s participation in this or that Kingdom initiative), see your Officer website page, for contact information.

The offices of the Constable and Social Media Minister are deputies to the Seneschal’s Office.

Even Event Stewards/Autocrats, and Demo manager, are temporary deputies to the Seneschal’s Officer for the duration of the event.

What is the 'Quarterly' Officer Report?

Your group is rich with the efforts of its people. Your reports to share the good works of your community help to show your group is active and thriving, or advise of any concerns or blockers to your initiatives you may be facing. This includes efforts at any level, at any degree of completion – to include events, demos, new internal policies, and more. Good or bad - the Quarterly Report is a health check for your group, and both the successes you've achieved, and the opportunities you have or are facing - are worthy topics for your Quarterly Report.

These reports also serve to give voice to those who might toil in obscurity. This is where you can really highlight your more behind-the-scenes volunteers, community leaders, or budding administrators. Speak of their development and their service. And use this time to consider an award recommendation – coupled with engaging the KSEN for insight into how to best support, mentor, or recognize them.

Reporting is not only for showing that your group is active and healthy in the pursuit of its administrative mission, nor simply award recommendation writing fodder (though carving out time for such often benefits your local group and said volunteer). It is also an opportunity to highlight a step in a citizen's service journey.

Example: In Q1, Sally Serveswell Svendsdottr may have volunteered to help with a demo. In Q2, maybe she created a 'How-To' guide to assist others in the future. Perhaps next year, she tries her hand at running one herself, taking on a team to coordinate those efforts. How cool would it be to follow up with them with a few reporting highlights and give a shout out in you local meeting - not just for what Sally just did, but how far she's come and what she has helped the group to accomplish? We are a volunteer organization, and administration can be intimidating and draining. An "I See You" meeting/social media acknowledgement can go a long way toward someone feeling appreciated - and, ideally, continuing not only to volunteer - but pass that service bug onto the next generation of Volunteers.

You might not always have bandwidth for such – but if you save your reports in your group's emails, three Seneschals from now will be able to glean insight into a volunteer's service – that might shed light on how best to support them now/later. Especially when interested parties inquire.

There is no end to the benefit of reporting consistently for your own reference, and for the transparency you offer to Kingdom – and your successor – especially for those who play more locally. It also affords you the opportunity to reflect on what you're doing in your role as Seneschal, and what you might like to do for the next quarter. Too often we step into a role, blink, and are offboarding wondering where the time went, where we were going to do "all the things" we dreamed of doing when first stepping into Office. Take advantage of this time. You will not regret it.

Why Reporting Matters for My Office

Most importantly, It's required by Copora. Failure to report may impact group status and be cause for removal from office.

KSEN perspective: if a local report has not been received for long enough, your group may be suspended (and its removal from your Kingdom's active group headcount reported to Society). This may mean the Society Seneschal engages the KSEN (and/or Crown) for success strategies. If your group is active, best to avoid the alarm bells.

For ANY concern or follow up, please engage your KSEN, via Seneschal@Trimaris.org.

YOU MAY REPORT EARLY

If you have no upcoming events/meetings toward the end of your month, you may report up to two weeks early, **and are encouraged to do so**. "Something came up at the last second" plays less havoc on your mission intent if you do not wait until the last second to report. Sometimes, a late report simply cannot be avoided. Even **if you cannot fully report on time, engage your KSEN BEFORE THE DEADLINE** to advise your report may be late – including an estimated time of completion – so the KSEN may assist, strategize, fly air cover – whatever is needed for your support. Life happens. Communicate; and we can partner to resolve the issue.

Define 'Quarterly'

Reports are due each quarter by the Society for Creative Anachronism. So Local Group Seneschal Officer Reports are due 30 days in advance, allowing KSEN 15 days to compile group reports, and Society Officers 15 days to compile Kingdom reports – so that Society may report *on the quarter*. The KSEN has the right to require reports earlier (as you'll note some other officers do. This is typically based on the needs of the office (Ex: Seneschal, Exchequer, etc.).

ALL KINGDOM OFFICER REPORT DUE DATES CAN BE FOUND ON THE ONLINE FORM FOR EACH OFFICE:

Q1 (for Dec, Jan, Feb), Q2 (for Mar, April, May),
Q3 (for June, July, Aug), Q4 (for Sept, Oct, Nov)
Domesday report – Due after/with Q4

KSen Note: You cannot go wrong with filing your quarterly reports by this schedule:

Q1 - January 15th, Q2 - May 15th, Q3 - Aug 15th, Q4 & Domesday - Nov 15th

How to File Your Report

Visit Our Kingdom Website for the Online Report Form:

<https://www.trimaris.org/officers/office-of-the-seneschal/quarterly-seneschal-officer-report/>

Please Note: You may report using this tool – however please **ALWAYS keep a backup copy**, in case there is ever any trouble with the form – as both a copy for your records and for request on audit from Kingdom or Society – in which case proof of reporting falls to the onus of the group and your office. If you do not use this tool – be sure to include all the fields from the online form in your layout.

Tip: Write your report in Word or Notepad and then copy over to the form. That way, if your screen refreshes, you lose internet for a second, or the form times out because you just have that many words to share how awesome your people are doing – you don't lose all your hard work and in frustration revert to: "We did stuff. It was cool. Send more glitter... the end."

Once submitted, **until you receive acknowledgement from the KSEN, your report has not been processed.** Please be sure to confirm receipt before considering your report complete – as **failure to report for two consecutive quarters will automatically void your Warrant** (See 'Warranting' for more details).

Kingdom Seneschal Deputy Report

Kingdom Deputies might also report (and *must* be warranted) for the same Officer Quarter and Domesday schedule. Please note, you'll select your office, not 'Kingdom' in the 'Group' dropdown. Example:

First Quarter – December/January/February – Due Feb 28th
Second Quarter – March/April/May – Due May 31st
Third Quarter – June/July/August – Due Aug 30th
Domesday Report – September/October/November – Due Nov 30th
The Domesday report should include a summary of the entire year along with the last quarter.

Reporting Quarter*

Reporting Year*

Select Your Group*

Officer SCA Name*

Shire of Starnaven
Shire of The Ruins
Shire of Sangre del Sol
Shire of Sea March
Shire of Southkeep
Shire of Sudrholt
Shire of Tri Os
Shire of Trysel
Stronghold of Nan Crioich Tuatha
Expo Deputy
Chancellor of the Laureate
Chancellor of TRU
Chancellor of TRU

Quarterly Report Walk Through

Once you fill out the online form – it forwards to the Kingdom Seneschal. They then review, comment, and use for their own reporting, as applicable, to Society.

Your term and warrant Start and End dates are used to ensure all records are accurate and both the local office and Kingdom are on the same page and are working with the same data. You may want to save a copy of your Officer Warrant for easy reference – if this helps. (You will fill this out at least eight times over the term your tenure)

You must be an active member of the Society for Creative Anachronism to be a Warranted Officer. As an officer, you will vote and have influence over your Group's finances and laws – so you **MUST** be Warranted.

For perspective, here is an example of your report form:

Quarterly Seneschal Officer Report

Seneschal Quarterly Reports are due on the 19th of February, May, August and November

Reporting Month*

Reporting Year*

Local Group*

Officer SCA Name*

Officer Legal Name*

Officer Membership Number*

Officer Membership Expiration Date*
Format: YYYY-MM-DD

Officer Street Address*

Officer City*

Officer State*

Officer Zip Code*

Officer Phone*

Officer Email Address*

Officer Start of Term*
Format: YYYY-MM-DD

Officer End of Term*
Format: YYYY-MM-DD

Officer Warrant Expiration Date*
Format: YYYY-MM-DD

What Events Have You Attended this Quarter*

If so, please detail which office, SCA name, mundane name, contact info, membership number / expiration, start and end dates of warrant.

If any major offices are vacant, have you submitted a quarterly report for those offices?

Quarterly reports are required for Seneschal, Exchequer, Artificer, Chronicler, Herald, Hospitalier, Marshal, Webminister.
If an office is vacant and after reviewing the reporting form, you believe there is no relevant activity to report, have you submitted a "negative report" to the Kingdom Officer (informing them by email or reporting form that there is no officer and nothing to report) List any other offices you submitted a quarterly report for?

Is your officer list correct on your local group's webpage?

If not, what information is incorrect? Has action been taken to get it corrected?

Is your calendar correct on your local group's webpage?

If not, what information is incorrect? Has action been taken to get it corrected?

Miscellaneous Reporting or Special Requests

Is there anything you need to perform your duties that the Kingdom Seneschal may need to know about?

Deputies

Activities (Meetings, Demos, Events, etc.) *
Report any activities relevant to your group that have occurred.

How many newsletters has your group published this quarter?

Has your group submitted all required reports and forms for events held this quarter?

- Seneschal - White NCRs and Waivers Exchequer - NMR Report
 Marshal - Tourney Report and Injury Report (if applicable)
 Herald - Court Report (if applicable)

If not, please explain.

Is your group information listed correctly under the Local Groups link on the Trimarís.org website?

Provide any corrections needed.

Have any officers changed this quarter?

Do NOT add a deputy unless you have followed the Deputy Selection Process, which is outlined in the Onboarding/Offboarding section.

Domesday Report

Fill out the Domesday Report Form, in the dropdown on the Trimarian Website under your office. Each Greater Officer of a group will provide information as is applicable to each office. This report functions as a year's end high level 'roll up' for your reference, kingdom review, and societal audit if requested. Please ensure, as with all reporting, you maintain a back-up copy of your report in case the form fails to submit. Each Officer/Group is accountable for their office reporting and maintenance records. Please store all group reports either in your group email, your group's G-drive, or some group accessible data storage solution. Engage the Kingdom Webminister for support.

Here is an example of some of what you'll be asked to provide:

EOY Domesday Report - All Officers

Due on Q4 Report Due date, after Q4 Report has been submitted.

Personnel Update/Review:

-All Officers, please define a listing of current Officers (and/or deputies) under your purview and confirmation of their status as members of the SCA, in good standing:

-Any vacant or transitioning offices in Q1 the following year.

-For any transitioning officers, has the 30 day Transparency of Opportunity policy been met?:

- Is there any member of your team you would specifically like to call out for their efforts to support you as an Officer (Who has gone above and beyond the expectation of their support role duties)? If so, please elaborate:

Personal Development and Year-End Reflections:

-What are you most proud to have accomplished in your tenure to-date?

-What are you hoping to achieve/complete in the following year?

-What, if any, support do you require from Kingdom to meet your goals?

Year at a Glance Recap & Summary:

Did your group sponsor any events on its own in the past 12 months?

Include the following for each: Name of event | Date | Location | Attendance Count:

Did your group join or assist another local SCA group in production of an event?

Include the following for each: Name of event | Date | Location | Attendance Count:

(May Upload last 4 reports if this is easier)

SENESCHAL OFFICER ON/OFFBOARDING PROCESS

An Officer (Group, Kingdom) may have many deputies. Many hands can make light work. However, even as an Officer, or Deputy, you may not unilaterally choose your Successor and all Officer and Deputy positions require a Warrant (signed by your Greater or Society Officer, and the Crown). This policy was released in September 2022, and has evolved to the below - and is applicable to all Officer positions.

ALL applicants must be forwarded to the Greater Officer (Or Kingdom Seneschal/Crown as applicable), regardless of candidacy approval.

This process is to ensure all members are given a chance to apply, and those not selected may receive additional support and mentorship to be more prepared should they wish to serve in the future. For perspective, it is human to consistently lean on those we 'know' can do the job. However, this can lead to burn out. Sending an all call, through official channels, helps to ensure all feel welcome to step forward, and ensure we are considering all our resources – not just the ones we already know about.

New/Successor/Deputy Application and Selection Requirements

MUST BE AN ACTIVE MEMBER – In Good Standing

All applicants must have and maintain an active “blue card” membership in the SCA and be a member in good standing – Confirmed by the Seneschal.

30 DAY JOB POSTING – Transparency of Opportunity Advert Policy

All new successor/deputy openings or Officer replacements **MUST** be advertised for 30 days on three of four of the following media types: your Group Website, Local Newsletter, Meeting Announcements, and Social Media. No Warrant will be processed without confirming this. Warrants are required for all Greater Officers (Local and Kingdom). For any concerns/emergency exceptions - engage the Kingdom Seneschal.

(Note: If a group does not HAVE a Website/Newsletter – the open position must still be published on what platforms you do have, and announced in your Group Meetings.)



For Additional insight on this policy, Kingdom Law (page 5 and 6 - 2024) and the Society Warrant form all specify that Lesser/Group Officers are to be Warranted (it is the Greater Officers duty to do so), and

the Greater Officers, in concurrence with the Crown, will appoint and warrant such Lesser Officers, deputies, and local officers as is necessary to efficiently operate their office within the Kingdom.

So all Greater officers are Warranted, and work with the Crown to Warrant Lesser and Local Group Officers.

There is no Kingdom law that says you must advertise for 30 days. However, it is an active policy and procedure of all greater offices - as defined by the Seneschal office and the Crown. And the Kingdom Seneschal must sign a Warrant, with the Crown, to Warrant a local or Lesser officer, and they will not do so unless this "fair for all" policy has been met, to Warrant your successor, you'll need to ensure you have abided by this policy.

This mandatory policy affords the benefit of the following:

- Identifying New Talent and future uptraining opportunities
- Newcomer benefit of socializing job roles to would be future leaders
- Allowing everyone the opportunity to serve, advance, and grow
(In particular, there were a fair count of proteges who advised "If I can't become a pelican unless I serve at Kingdom level, but there are never any jobs posted, how is that fair?" - this also seeks to improve morale on that front.)
- Negating any perception of office gatekeeping (see above as one example - not necessarily intentional, but in passing to only known resources and not putting it out there, it can easily be seen as having to know "the right people" - which enters concerns on our no bullying policy)
- Award recommendation fodder. "I think this person would be a good future leader with some training." may be inspiration for a recognition opportunity (even if they are not selected as a candidate)
- Candidate pool. Life happens. If you have a successor and they have to move away suddenly - wouldn't it be nice to have developed alternate resources for your local group.
- Maybe an applicant isn't the right fit for one position, but, seeing their interest, would be amazing for something else. Easy segue into that convo.

Quick history note, this policy began at 60 days, but was streamlined for group efficiency, to 30 days. Please note, 9 out of 10 times it is your recommended candidate who will ascend. But your Greater Officer may have broader insight into a blocker you are, by courtesy, not privy to - and for all the reasons above is a healthy and wide reaching, fair and applies to all - mandatory procedure.

An example email from an Local Officer to a Greater Officer for Successor Deputy Candidates:

Good day,

I am Sally Serveswell Svendsdottr, your local ___ Officer from the Shire of VeryCool. I have published in our Newsletter (the AwesomePage) and on our Website (www.VeryCool.org/Open-Positions), our Discord/FB, and our Meetings for 30 days, in search of a Successor Deputy.

Those who applied, all found acceptable by our Group Seneschal (and/or KSEN) – include Hamish RocksAlot, Orin of EasilyInspired, and Arora the Adorable. Having served as the groups ___ officer for nearly two years, and while all candidates were much involved in our community, I would suggest Orin of EasilyInspired – as he has helped to drive many local and Kingdom initiatives, and I believe has the energy, initiative, and focus to serve well. All candidates have active memberships in the SCA and are members in good standing in the Shire of VeryCool – see letters of intent attached.

Thank you for your time in review and I look forward to answering any follow up questions you may have – and await your decision. I step down in three months – and am eager to begin onboarding training, once my successor is defined/approved.

Yours in Service,

Sally Serveswell Svendsdottir

Once the Greater Officer approves, confirming all Advert/Consultation expectations have been met, they will forward recommendations to the Crown (having all applicants handy in case there is further discussion with the Crown). Once both the Crown and Greater Officer have consulted, a Warrant may be processed as applicable to the Group's Office turnover.

If the group is a Barony, please ensure the Baron/Baroness are consulted on all final candidates. Please be aware that in Baronies, it is very important that the Officers and Coronets are able to work together and interact professionally with each other. That said, the Baron or Baroness may not unilaterally pick candidates or veto otherwise qualified candidates for officer positions. Only the Greater Officer and Crown get final say - as unbiased parties responsible for said officer's performance and qualification.

When a candidate is selected, once you confirm they are still up for the task, please ensure you communicate to all applicants your thanks, and that they were NOT selected, PRIOR to sending out any "Congrats!" email. People who hope to serve should not find out they were not selected by mass/non-direct email. Give them the opportunity to provide any due feedback, mentor opportunities, or at the very least - appreciation for their willingness to serve. You should not tell them why they were not picked. You may tell them they are fully eligible and welcome to apply to other officers or at the next opening, and offer next step training opportunities as are applicable (if they've never shadowed an event steward, etc.) This may seem intuitive, but life gets busy. Please take time to prioritize this step in the process. It matters, and may have an impact on future Volunteer engagement.

When it comes time to transition the office, you do NOT need to re-advertise the listing, but the sitting Crown will need to approve (if the Crown has changed hands) – so the Greater Officer will keep your correspondence handy in their email inbox, as applicable.

What is a Warrant, you ask? What a great question!

Warranting

All Officers must have a Warrant signed by their Greater Officer and Crown to hold their official standing as an Officer in the Kingdom of Trimaris.

Warrants are Standardized across the SCA and may be found here:

For Seneschals: <https://www.sca.org/resources/document-library/warrant-exec/>

For Exchequers: <https://www.sca.org/resources/document-library/warrant-finance/>

For All Other Officers: <https://www.sca.org/resources/document-library/warrant-other/>

To qualify for and maintain an Officer Warrant, all officers must maintain an active membership, report Quarterly and for year-end Domesday, and remain a member in good standing in the SCA, confirmed by your Group Seneschal. If your membership expires – this will automatically void your Warrant. If another Warrant is signed – it automatically voids any earlier dated Warrant.

Warrants will not be approved without confirmation that the Transparency of Opportunity advert policy has been met. For one off concerns or emergency exceptions, the KSEN may be engaged.

Only a *Warranted* Officer may vote as an Official Officer in a Group's Financial meeting (which may or may not apply as per the group's financial policy structure). Additionally, to be counted in their Group's Officer Headcount – when the Greater Officer reports to Society - an Officer must be Warranted.

The Warrant Form can be found online on your Greater Officer Page via www.Trimaris.org. After ensuring all other criteria has been met and having received your acceptance from your letter of intent, you will fill out the top portion and send to either your Office Admin/Warrant Deputy, or the Greater Officer who manages your field's Warrants.

The tracking and maintenance of your direct reports' Warrants are the express responsibility of all Greater Officers. Example: KMOAS - All deputies and MOAS'. KSEN - All deputies and Seneschals, and so forth. Make a spreadsheet, it helps!

Remember, you not only need to track the Warrant's Expiration date, but also the Officer's Membership Expiration date and possibly their SCA Background Check Expiration date too. Consider this formatting:

Office	SCA Name	Office Email	Mundane Name	Address			
eMail	Phone #	Membership	Exp Date	Warrant Star	Warrant End	Notes	Background Ex

Seneschal's Warrants look like this:



the society for creative anachronism, inc.

P.O. Box 360789 • Milpitas, California 95036-0789 • Tel (408) 263-9305 • Fax (408) 263-0641

WARRANT OF APPOINTMENT TO EXECUTIVE OFFICE

LEGAL NAME: _____

ADDRESS: _____

TELEPHONE: (HOME) _____ (OTHER) _____

MEMBER
EMAIL ADDRESS: _____ NUMBER: _____

SCA REFERENCE NAME: _____

Let it be known that the above-referenced person is hereby appointed to the office of
 President Vice-President for _____ Local President (Seneschal) Other _____

FOR BRANCH: _____

EFFECTIVE AS OF: _____ AND EXPIRING AS OF: _____

with all rights, privileges, insignia, precedence, and responsibilities appertaining to the office while the Warrant is effective. This executive is specifically empowered to do business as a legal representative for the above-referenced branch of the Society for Creative Anachronism, Inc., including but not limited to making contracts involving the Society for Creative Anachronism, Inc. This Warrant supersedes any existing or previous Warrant for this office.

PRINT: _____

PRINT: _____

SIGN: _____

SIGN: _____

OFFICE: _____

OFFICE: _____

DATE: _____

DATE: _____

PRINT: _____

SIGN: _____

OFFICE: _____

DATE: _____

Required signatures:
President: 3 members of the SCA Board of Directors.
Vice President for Operations (Society Seneschal): three Board members.
Regional Vice President (Kingdom Seneschal): Society Seneschal and the current Crown.
Regional Vice President (Principality Seneschal): Crown or Coronet and the Kingdom Seneschal.
Local President (Seneschal): Kingdom Seneschal or Principality Seneschal and the current Crown.

This form may be photocopied or reproduced in any mechanical medium that preserves the complete text and letterhead image.

Exchequer's Warrants Look like this:



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WARRANT OF APPOINTMENT TO FINANCIAL OFFICE

LEGAL NAME: _____

ADDRESS: _____

TELEPHONE: (HOME) _____ **(OTHER)** _____

EMAIL ADDRESS: _____ **MEMBER NUMBER:** _____

SCA REFERENCE NAME: _____

Let it be known that the above-referenced person is hereby appointed to the office of
 Treasurer Vice Treasurer for Kingdom/Principality Local Treasurer (Exchequer/Reeve)
 Other _____

FOR BRANCH: _____

EFFECTIVE AS OF: _____ **AND EXPIRING AS OF:** _____

with all rights, privileges, insignia, precedence, and responsibilities thereto appertaining the office while the Warrant is effective. This treasurer is specifically empowered to do business as a financial representative for the above-referenced branch of the Society for Creative Anachronism, Inc., including but not limited to managing financial transactions with financial institutions. This Warrant supersedes any existing or previous Warrant for this office.

PRINT: _____

PRINT: _____

SIGN: _____

SIGN: _____

OFFICE: _____

OFFICE: _____

DATE: _____

DATE: _____

PRINT: _____

SIGN: _____

OFFICE: _____

DATE: _____

Required signatures:
Treasurer: three members of the SCA Board of Directors.
Vice Treasurer (Society Exchequer): three Board members.
Vice Treasurer (Kingdom Exchequer): Society Exchequer and current Crown.
Vice Treasurer (Principality Exchequer): Kingdom Exchequer and the current Crown or Coronet.
Local Treasurer (Exchequer/Reeve): Kingdom Exchequer or Principality Exchequer and the current Crown.

This form may be photocopied or reproduced in any mechanical medium that preserves the complete text and letterhead image.

Other Officer's Warrants Look like this:



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WARRANT OF APPOINTMENT TO OFFICE

LEGAL NAME: _____

ADDRESS: _____

TELEPHONE: (HOME) _____ (OTHER) _____

EMAIL ADDRESS: _____

MEMBER NUMBER: _____ EXPIRATION DATE: _____

SCA REFERENCE NAME: _____

Let it be known that the above-referenced person is hereby appointed to the office of:

A & S Officer Herald Chronicler Marshal Other _____

FOR BRANCH: _____

EFFECTIVE AS OF: _____ AND EXPIRING AS OF: _____

with all rights, privileges, insignia, precedence, and responsibilities thereto appertaining the office while the Warrant is effective. This Warrant supersedes any existing or previous Warrant for this office.

PRINT: _____

SIGN: _____

OFFICE: _____

DATE: _____

PRINT: _____

SIGN: _____

OFFICE: _____

DATE: _____

PRINT: _____

SIGN: _____

OFFICE: _____

DATE: _____

Required signatures:
Corporate and Society Officers: three members of the SCA Board of Directors.
Deputy Corporate/Society Officers: two Board members and the appropriate Corporate/Society officer
Kingdom Officers with Corporate Superiors: Crown and the appropriate Corporate officer
Other Great Officers and Lesser Officers: Crown or Coronet and the appropriate kingdom or principality officer, if any.
Other Officers: as established by Kingdom Law and custom, but must include more than one signature, and must include royalty.

This form may be photocopied or reproduced in any mechanical medium that preserves the complete text and letterhead image.

You'll fill in this section:



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WARRANT OF APPOINTMENT TO EXECUTIVE OFFICE

LEGAL NAME: _____

ADDRESS: _____

TELEPHONE: (HOME) _____ (OTHER) _____

MEMBER

EMAIL ADDRESS: _____ NUMBER: _____

SCA REFERENCE NAME: _____

Let it be known that the above-referenced person is hereby appointed to the office of
 President Vice-President for _____ Local President (Seneschal) Other _____

FOR BRANCH: _____

EFFECTIVE AS OF: _____ AND EXPIRING AS OF: _____

The remainder of the form is signed only by the Crown and the Greater Officer

(with saved emailed correspondence from the Group's Seneschal, and the Coronets if Group is a Barony):

PRINT: _____

SIGN: _____

OFFICE: Crown _____

DATE: _____

PRINT: _____

SIGN: _____

OFFICE: Crown _____

DATE: _____

PRINT: _____

SIGN: _____

GREATER OFFICER: _____

DATE: _____

Required signatures:
Corporate and Society Officers: three members of the SCA Board of Directors.
Deputy Corporate/Society officers: two Board members and the appropriate Corporate/Society officer.
Kingdom Officers with Corporate Superiors: Crown and the appropriate Corporate Officer.
Other Great Officers and Lesser Officers: Crown or Coronet and the appropriate kingdom or principality officer, if any.
Other officers: as established by Kingdom Law and custom, but must include more than one signature, and must include royalty.

This form may be photocopied or reproduced in any mechanical medium that preserves the complete text and letterhead image.

Once your Greater Officer responds to you and advises your Warrant has been accepted and signed by the Crown(+), then, and only then, are you a Warranted Officer in the Kingdom of Trimarís. Your term is automatically two years unless stipulated/approved otherwise.

Congratulations! And thank you in advance for your gift of service and support.

Stepping Down – Your Responsibilities

See steps above for processing your replacement and Onboarding a Successor. You'll want to work to ensure they have access to all necessary resources: Email, FB, Admin access as applicable, any paraphernalia like group necklaces or banners, any Handbook resources – and any event supplies that are your office specific.

Once a new Warrant is signed, it automatically voids the old. And you'll want to work with your Successor to prepare them for their role. A good rule of thumb is often: What do you wish you'd known, looking back – and what insights might you offer to better support your successor in their new role?

Once your Successor is Onboarded, you will be the defacto emergency successor you'll hear the term "Drop Dead Deputy" - which in essence means if for whatever reason your group suddenly finds themselves without the Onboarded Seneschal - you're it again, and you'll want to start re-advertising for a new Successor. This is not always unfortunate. When someone wins Crown Tourney, for instance - you may need to step in until they step down. Engage your Greater Officer for any questions or concerns.

Should you need to step down early, an official email is needed to void your Warrant.

Example of an Early Offboarding Email – Immediate Early Stepdown:

Good day!

Life is such that I must step down early from my ____ Officer duties. I appreciate the opportunity to serve in this office, but I must step away immediately. My Seneschal's contact information is Derrick CauseOfficeIsVacantson, Seneschal@VeryCool.org. I have emailed Derrick (and ideally the Chronicler/Webminister) to initiate the 30-day Website/Newsletter/Social Media/Meeting Announcement Advert process: See our www.VeryCool.org website and "The AwesomePage" Group Newsletter for updates.

I have passed my Office paraphernalia to my (Dropdead)Seneschal for safe keeping.

Appreciate your Understanding,

Sally Stilllovestoserve Svensdottr of the Shire of VeryCool.

If you are stepping down as expected, ensure AT LEAST the quarter prior to your stepping down your offboarding procedures are addressed – to allow a clean transition in handing over your office. More training is better than less – but your Greater Officer can engage to troubleshoot if life finds you having to step away early.

THERE IS NO STIGMA for prioritizing life over your commitment to this office. If you find that life has shifted to find you unable to meet the expectations of your role as an Officer, ALL your service to date is not negated; ALL your service to date is greatly appreciated; and as a vital part of our community, even if you have to step away, your hard work will not be forgotten and you are not alone. Communicate, partner to strategize the best resolution, move forth with appreciation – and that's the whole of it.

Extending Your Warrant

You may only extend your warrant if you have advertised for the allotted time, no other candidates have volunteered and/or been found acceptable, you are still actually up for the task, and your Greater Officer and Crown approve your new Warrant once your Seneschal confirms you are still an active member in good standing. The old Warrant is void when it expires – you must complete and have approved a new Warrant to extend your tenure.

If you extend, your successor deputy position posting should remain on your group Website and in your local Newsletter – as it is never too early to have a Successor approved.

Should you receive an early applicant, you may step down early. Or you may complete your second term as you train your replacement. This can be worked out at your local level, in coordination with your Greater Officer. Communicate early and often to get this defined – as your Greater Officer maintains a roster of Warrant expiration dates and turnover expectations.

Getting Your Local Group's Event Underway - a conversation with a new Seneschal

1. Have you spoken with A site (here it was Camp Kiwanis) regarding your group wants to hold an event there in Sept/Oct, and what dates have they got available?
2. Once you have got your date on the Site's schedule, you need to request the date in the Kingdom Calendar. You request a date (once you have a site scheduled) using this form <https://forms.gle/w7HM94nYLGdMyKfRA>
3. After getting on the kingdom calendar (the Calendar Deputy will let you know, it may take up to 2 weeks for them to get back to you, which is why you book site and event dates 6-12 months in advance) you call up your site contact and ask them how to contract their site for your date. Here, it's super helpful, almost mandatory to get ahold of whomever autocrated the event the last time and talk to them, as well as the former Seneschal. There should be a copy of the last contract in both the Seneschal's files and the Exchequer's

You should speak with the Kingdom Deputy Exchequer for Paypal/Epap solutions, regarding getting E-payment solution for your event.

While you are stepping through 1, 2, 3 above, you need to shake an event bid out of your Barony, and then your Barony Financial Committee approve the bid and funding for it. Don't forget the \$75-\$150 for the event insurance certificate!

4. You need to be sure the event flier makes it to the Chronicler's office in time. Events must be advertised in Talewinds in the month of the event and the month before. For a Sept event you need to post flyer in Aug and Sept Talewinds.

Example: For Aug the deadline is June 30 to get your flier to the Kingdom Chronicler

The local group Seneschal and event Autocrat are jointly responsible for ensuring your event is posted properly.

5. You will also need to have an event website created and social media events created. You may have your own Webminister, but you may solicit help in creating these webpages and social media events from any competent person in the Kingdom whom you know.

Quick summary/important recap:

To be 'legal' an SCA event must be advertised in the kingdom newsletter at least 60 days before the event date.

In practice that means that an event flyer must be in Talewinds the month of the event and the month before the event.

If an event is dubbed "illegal", you can still hold the event. However no awards or official announcements may be recorded. A Crown may still hand out scrolls and announce awards, but they will need to be read into court at a legal event before they may be added to the OP or any announcements have an official/legal impact.

YOUR LEADERSHIP RESOURCES

Your resources are many, but let's start with personnel. Your main assets, besides yourself and your inspirational populace, include your KSEN, Kingdom Seneschal Deputies, Guild Leaders & Subject Matter Experts (SMEs), and more. Let's dig into some of those now:

The Kingdom Seneschal

Your Kingdom Seneschal is here for your support. The more you shine, the more the Kingdom shines. And if the Kingdom shines, such is the pride of our entire populace.

This does not infer a need or desire for perfection. Or an expectation there will not be challenges to partner in addressing. Our very focus is to LEARN. And often, that is more through experience than any pre-strategized execution of the ideal.

Report early. Communicate often. Engage at any time. Leverage the perspective you'll garner in quarterly+ Officer meetings. You are your group's point of reference for all things policy and legal minded. So come and share and learn and engage with your fellow leaders in our meetings, share your perspective, use your voice to drive and/or support Kingdom initiatives. BE a leader. You can do it. Your KSEN can help.

What Does the KSEN Do?

The KSEN office administers the legal aspects of the SCA/Group they represent. Here is a general description of the KSEN Officer Role:

The Kingdom Seneschal's Job Description as of January 2024:

The job of Kingdom Seneschal is part CEO, part Dr Phil, and part janitor and it's hard to describe. You are the ultimate autocrat for Kingdom events, you are the CEO of the Kingdom, which is a statewide nonprofit organization, you sign the contracts and the checks, and you are also responsible for the actions of the populace inasmuch as that affects the business side or good name of the organization. You might be counseling a citizen on their behavior one moment, running down the owner of a lost wallet the next, and then 3 hours in your phone looking up one sentence out of 300 emails and 6 policy documents, followed by helping take down tables from a feast which you paid for but missed eating because All the Things.

It's characterized as a Peer-level job, but one need not be an SCA Peer to get the position. In mundane terms, the Kingdom Seneschal is a Regional Vice President of Operations, and is an executive level role with a staff of direct reports who oversees the business operations of Trimarís. This is a Hard Job with few rewards and many frustrations. The Kingdom Seneschal reports to the Society Seneschal.

This job demands 10-20 hours a week online, handling questions, responding to comments, performing research, conducting negotiations of various kinds, and handling correspondence. At kingdom events, 23 hour availability by radio and phone.

The successful candidate also needs to have a stable job where they are able to take time off from their mundane employment: Fridays of Kingdom Events off, and to attend Gulf Wars and Panhandle Skirmishes. Attending Pennsic is not required but the ability to do so is a plus. Everywhere Trimarians go in numbers, you should plan to be present to advocate, promote, defend, and handle problems for (and from) the Trimarian people.

At present this job also requires the holder to have a personal credit card with a \$1000+ monthly limit, to pay for kingdom expenses where the vendor requires card payment upfront. Properly documented expenses generally get reimbursed within 60 days.

It would be very helpful to have your own paid Zoom account and Adobe Acrobat Pro subscription. A Level 2 SCA background check (same as for the Youth Ministry) is required, as is paid 'blue card' membership'.

Here are some attributes which the successful candidate will have.

Be politically and personally acceptable to the Crown and the current Kingdom Seneschal. Politically acceptable does not mean mundane political party affiliation. The Kingdom Seneschal should be free of any influencers in their household or the Kingdom. (in other words, don't apply for this job because some peer put you up to it)

Be able to communicate effectively and respectfully with persons at all levels from President of the Society to the mundane news media, to a child; in both writing and words. You should have no fear of giving presentations or of public speaking and you should be able to accept sometimes harsh criticism of your actions while keeping your cool.

Have sufficient spine and guts to be able to tell a King or their own Peer "No you won't do that" to his face and enough track record of integrity and good work that the fallout from that won't hurt your SCA career much.

Have a background in nonprofit management, gained from some combination of education and experience. 10 years is a good number. Experience in project management is also super helpful. Having been a local group seneschal and a kingdom officer is more or less a requirement. Having leadership experience in mundane employment or other nonprofits would be very helpful, particularly if that experience is in the HR or Finance fields.

Be able to chair Zoom, Teams and in person meetings effectively, managing a wide variety of personalities and not getting mad when the same dumb questions keep getting asked time after time.

Must be proficient in Google and Microsoft Office applications, particularly Excel/Google Sheets; and have an above-average understanding of how websites are hosted, managed, and administered.

Have sufficient notoriety or word-fame in Trimaris, 'everyone' should know who you are and where you stand on matters important in the life of the Kingdom. You do not need to be a native Trimarian but do need to be a Florida resident and live here year-round.

Have a deep knowledge of SCA Corpora, Kingdom Law, the SCA Sanctions and Investigations handbook, the SCA Seneschal's Handbook, and the unwritten customs of Trimaris.

Have some knowledge or experience with human resources/DEI/Discrimination laws and current trends. The USF Muma DEI in the Workplace certification is helpful for this.

Must be available by phone, text, Messenger, email, or US Mail on a daily basis.

Have a strong enough relationship and support from significant other(s) that the demands of this position don't negatively affect home life.

The application period is open from January 1, 2024 through March 10, 2024 and the new successor deputy would begin onboarding at Spring Coronation. Applications should consist of

- (a) a letter of intent
- (b) a SCA resume
- (c) a mundane resume
- (d) any relevant transcripts such as the completion of NonprofitReady.org or the USF DEI courses
- [e] proof of paid SCA membership.

The term of office is November 10th 2024 through November 10th, 2026.

Application packets should be sent to Seneschal@trimaris.org, RE: application for successor kingdom seneschal.

They must plan to attend Kingdom Meetings and Kingdom Financial Committee Meetings. All Kingdom Officers must swear fealty to the Crown of Trimaris; this position presents the opportunity to help preserve the rich traditions of the Society and assure its future by assisting in the maintenance and promotion of the teaching and learning culture of the Society.

This is a two-year position.

Be mindful of these excerpts from Kingdom Law:

All Greater Officers are required to attend one Kingdom Coronation, one Crown Tournament, one Arts and Sciences Faire, plus one other Kingdom level event per calendar year after their appointment, for the purpose of conducting meetings for their subordinate officers.

All Greater Officers are responsible for training, warranting, and reporting of Lesser Officers and local officers.

KSEN Onboarding and Offboarding

- ❖ Successor must undergo same Warranting/Transparency of Opportunity Advert Policy
 - Warrant must be signed by Crown and Society Seneschal
 - ❖ Access to KSEN Email, Google Drive, FB can be coordinated with the Kingdom Web Minister
 - ❖ Any Changes to the Kingdom Website can be coordinated with the Kingdom Website Deputy or Seneschal Admin Deputy
-

Kingdom Seneschal Deputies

Kingdom Seneschal Deputies are many, and each have a specific task. Visit your Trimaris.org website and see the full list of active deputies under your Greater Officers/Seneschal page. Learn who they are and what they do, so when you have a relevant question, you know the subject matter expert to engage.

Some Examples Include, But Are Not Limited To:

(Visit the online page for email or contact information, as this may change over time. Full job descriptions available on request; the below are summarized for overview perspective)

❖ **Kingdom Seneschal Successor Deputy**

A deputy who has been approved by the Crown and Society Seneschal to succeed the current Kingdom Seneschal, and is learning all they might by shadowing and supporting the KSEN. Assuming the sitting Crown also approves, they will succeed the current KSen when their Warrant is up, or they must step down early.

- A “Dropdead” Deputy, as you’ll see occasionally listed, is often the last or a past KSEN put in place as a precaution, often when there is no successor yet, as a back up in case the office needs to be filled suddenly due to circumstances beyond the control of the current officer. I.e., when “life happens”

❖ **Kingdom Administrative Deputy to the Seneschal**

A deputy who supports the Kingdom Seneschal with all things administrative. This may include minding the Seneschal Rolls (Warrant, contact, membership expiration), helping to ensure all groups report or are reported MIA, creating meetings for the Local Seneschals and Kingdom Officers via Facebook, streaming and casting zoom and FB online meetings, Note taking if Chronicler is not present, assisting with officer on/off boarding as is applicable to the KEN’s need, updating procedural documents under the instruction of the KSEN, and in general, assisting with data entry and brainstorming/project assignment as the KSEN requires.

❖ **Kingdom Constable**

Responsible for public safety and security in their kingdom. Making sure SCA and modern laws are followed. Works with mundane authority in legal, safety, or health risk scenarios.

❖ **Kingdom Deputy for Social Media**

Is an admin on all social media created for any official group of the SCA (If it has a group’s name on it, the SMD should be an admin - reach out for details). Maintains our Kingdom FB (in coordination with also our Web and Calendar Deputies). YouTube, and other Social Media platforms fall under this Deputy Office as well.

- **Kingdom Discord Deputy**

Reports to the Deputy for Social Media. Administrates and supports our online Discord populace resources (Online sewing circles, Art Sci efforts, Group endeavors, and more)

❖ **Kingdom Minister of Youth**

Ministers the Youth programs of the Kingdom. All Youth ministers report to this Deputy. All Youth deputies must have Background Checks. *Youth combat is organized under the Greater Office of the Earl Marshal.

- ❖ **Kingdom Communications**
Equipment guru for the microphones and speakers and video equipment owned by the Kingdom.
- ❖ **Equipment Deputy**
Running a Kingdom Event? Need a Kingdom Asset in storage? This is your guru.
- ❖ **Kingdom Disaster Coordinator Deputy**
Coordinates post disaster efforts for Trimarians Helping Trimarians, or other like resources of recovery and populace safety. Also engages when large storms threaten and event site.
- ❖ **Merchant Coordinator for Kingdom Events**
Coordinates Merchant setup and regulation reminders for Kingdom Events. Looking to sell your wares? Want to ensure your merchant tent has a place to call its very own? Engage this deputy, asap.
- ❖ **Kingdom Site Selection & Regalia Committee**
Committees designed to select new sites by ensuring all the amenities needed to run a safe and healthy Kingdom event are present (restroom capacity, cabins, AC or cover, clean water, site access, disability accessibility options, and more).
The Regalia Committee reviews, catalogs, and repairs/works with the Financial Committee to present for replacement any applicable regalia kept/used by each reign to ensure our assets are well taken care of. This can include crowns, banners, thrones, tents, and more.
- ❖ **Kingdom Waivers Deputy**
Every hand signed waiver (NCR, Hold Harmless, etc) must be kept for several years in case of an audit. The Waivers Deputy ensures timely delivery and storage or processing of these waivers, to keep our Kingdom in compliance with this legality.
- ❖ **Kingdom Calendar Deputy**
Accepts approved, in compliance event date/details and posts them to the Kingdom Calendar. May at times coordinate with the Chronicler or Social Media officers, as applicable.
- ❖ **Incipient Group Deputy**
Assists in the creation of new groups, ensuring compliance and due education to the process, and reporting success or opportunities to the KSEN that they might work with the Crown and Society to create a new official Local Group.

Those Who Have Come Before Us

Continuity is Important!

Whoever held your job last year is an invaluable resource to you. They can help you not have to re-invent the wheel or repeat the mistakes they made. If they are Available, the immediate past seneschal should be named as your deputy for the first year of your 2-year term.

Ideally, you and your predecessors have worked on your internal resources so that there are Group specific onboarding details for incoming Officers - as relative to the initiatives and focus for each group, which depending on size and location can vary from one group to another.

But no matter how many pretty-pretty words we write, there is no replacement for experience. No detailed meeting agenda, how-to, or 30-page article can prepare you for everything and if you've tried to quantify everything you know, some things will slip the final draft.

Don't be afraid to engage past leaders, peers, or subject matter experts in your group or beyond its borders. You have the right to not be bound by the past, to try new things, to administrate things 'your way'. But you are not omnipotent or omniscient. Asking the question and educating yourself strengthens you; it is not a sign of weakness. You owe it to your group to continue learning and expanding your knowledge and expertise, for as long as you sit the Office. So don't alienate your populace by being afraid to ask for help. Yes, they look to you, but trial and error is a painful teacher. Trust your predecessors or group mentors. They are likely tired. Not dead.

Word to the Wise - Key Things to Remember

Don't Stay Frustrated.

If you think you're struggling for group engagement, don't default to "I guess no one cares/is interested". All things in their season. Keep the opportunities open. Think of specific people you can engage or charge to own perhaps a short series of initiatives to drive interest or participation. PRAISE your volunteers. You'd be surprised how far a verbal gold star will go toward making someone feel like their time is valued – and thus want to share it again.

Plan Ahead.

You get out what you put in. You took this job for a reason. And maybe that reason was altruistic or because "no one else wanted it" and you stepped up to be the hero. Every quarter you report is an opportunity to do a mental check in and answer the question "Did I achieve my goal?" Looking back, years from now, what would you wish you had done differently? What do you wish was done before you stepped in/up? What do you wish you could do if only you had a little more know-how or support? Engage your Greater Officer on any and all of the above - and work together to make a plan. Own your Office and take advantage of this opportunity to have a real impact on your community.

Keep Things Positive.

Administration can be frustrating. Many moving parts, shifting resources, transitioning officers, and varied pools of experience. Remember no one is being paid to do this so while those appointed to office should be fulfilling their role, giving people the benefit of the doubt, empathy, and professional courtesy will go a long way toward increasing the efficiency and productivity of your team. As Seneschal, you are the legal representative of your group and the administrator of your local meetings - which denotes authority. But most of your officers, while they keep you informed, report directly to their Greater Officer.

Avoid an, “You’re not my Supervisor!” argument by engaging from a place of kindness, consistency, and transparency, across the board. The golden rule of leadership, “Praise in Public; Critique in Private”, is the cornerstone of any great and kindly remembered leader.

And most of all, thank you for all you do.

BElieve in **THE DREAM!**