

APPENDIX A:

MINISTER OF THE LISTS

A. AUTHORIZATIONS

1. Every Æthelmearc authorization, whether new or renewal, **MUST** be completely filled out.
2. All authorizations must be sent to the Kingdom MOL office, or in the case of the appointment of an Authorizations Clerk, to the Authorization Clerk, for the issuance of a laminated authorization card. **THE TOP PORTION** of the authorization form will be valid for proof of authorization for 60 days from the date it was signed.
3. Initial (NEW) and additional form authorizations require the signature of two marshals for heavy weapons and fencing authorizations. Equestrian and Youth initial (NEW) and additional form authorizations require one marshal's signature. All reauthorizations (RENEWAL) require the signature of only one marshal. Replacement card requests do not need a marshal's signature. Current inter-kingdom transfers require the signature of one marshal. Expired inter-kingdom transfers are subject to the discretion of the marshal-in-charge. Please write **TRANSFER FROM** "Previous Kingdom" on the form before mailing it.
4. Adult authorizations expire on your birthday no more than four years from the initial date of authorization. When one authorization expires, all current authorizations must be renewed for the next four-year period. If proof of SCA membership is submitted instead of a signed SCA legal waiver, the expiration date of the authorization card becomes the expiration date of the SCA membership. The signature of an active heavy weapons marshal renews heavy

- weapons forms; likewise the signature of an active fencing marshal renews fencing forms, and the signature of an active equestrian marshal renews equestrian forms. A marshal can only renew weapons forms in the activity for which he/she is an active marshal. Individuals may be active marshals in multiple activities.
5. Youth authorizations expire when you change youth divisions. When youth change divisions, they must reauthorize in all weapons forms, due to the different requirements, standards, and calibrations in each division. Marshals who sign youth authorization forms must be active youth combat marshals.
 6. Renewals will be accepted when signed no more than 30 days in advance of or 60 days after the expiration date of the original card. After 60 days, the signature of two marshals may be required, at the discretion of the marshal-in-charge.
 7. Adult authorizations require the following: SCA name, mundane name, today's date, full, valid mailing address (to send the permanent card), phone number (for questions), e-mail (if applicable), birth date, weapon form(s), type of authorization (new, renewal, etc), marshal signature(s) with membership numbers, minister of the lists' signature and membership number (if one is processing the paperwork), and signed waiver or proof of SCA membership. **NOTE:** Authorization cards will only be sent to residents of Æthelmearc (by mailing address) or to recognized subjects of Æthelmearc (by formal paperwork filed with the Kingdom Seneschal and announced in the Aestel; date of allegiance change to be filed with initial authorization paperwork and confirmed before card is issued).
 8. Youth authorizations require the

following: SCA name, mundane name, today's date, full, valid mailing address (to send the permanent card), phone number (for questions), e-mail (if applicable), birth date, age group or division, weapon form(s), type of authorization (new, renewal, etc), marshal signature(s) with membership numbers, parent/legal guardian name, parent/legal guardian signature, and minor's consent to participate and hold harmless agreement signed by the parent/legal guardian or proof of minor's SCA membership. NOTE: Authorization cards will only be sent to residents of Æthelmearc (by mailing address) or to recognized subjects of Æthelmearc (by formal paperwork filed with the Kingdom Seneschal and announced in the Aestel; date of allegiance change to be filed with initial authorization paperwork and confirmed before card is issued).

9. In the absence of an MOL-in-charge, authorization cards must be presented to the marshal-in-charge, and the marshal-in-charge shall file the event report(s) with the Kingdom MOL.

B. WARRANTS

1. Marshal warrants are no longer the responsibility of the Kingdom MOL. Contact the Earl Marshal, Kingdom Marshal of Fence, Kingdom Equestrian Marshal, Chancellor of the Youth Martial Academy, Youth Fencing Provost, or their deputies for further information.

2. All ministers of the list (MOLs) must be members of the SCA, Inc., and must submit an MOL warrant form with their membership number and expiration date to the Kingdom MOL. This form must be filled out completely and submitted whenever their warrant card expires. An MOL warrant expires when the holder's

SCA membership expires.

3. All MOLs must make the Kingdom Minister of the Lists aware of any subsequent changes in address or status.

4. Warrants require the following: SCA name, mundane name, today's date, full, valid mailing address (to send the warrant card), phone number (for questions), e-mail (if applicable), region, group or at-large designation, identification of region or group, website identification permission/denial. The applicant is also asked to sign the SCA legal waiver on the back. NOTE: MOL warrant cards will only be sent to residents of Æthelmearc (by mailing address) or to recognized subjects of Æthelmearc (by formal paperwork filed with the Kingdom Seneschal and announced in the Aestel; date of allegiance change to be filed with initial authorization paperwork and confirmed before card is issued).

5. All groups of barony size or larger must have a Minister of the Lists as an officer. The group MOL must be warranted if they are expected to run tournaments for the group (MOL-in-charge). If an unwarranted individual becomes group MOL, they can participate as an officer, but they cannot act as MOL-in-charge at an event. They can assist a warranted MOL, and this is expected as part of their MOL training. Unwarranted group MOLs should become warranted within one year of taking office. Changes in a group's MOL must be communicated to the Kingdom MOL by both MOLs (incoming and out-going) and confirmed by the group seneschal.

C. WAIVERS

1. All Æthelmearc authorization forms include SCA legal waivers, which must be signed before authorization cards are

ÆTHELMEARC LAWS AND POLICIES – REVISED APRIL 2009

issued. Proof of SCA membership may be substituted for a signed legal waiver. These waivers are kept on file with the Kingdom MOL and/or authorizations clerk.

2. SCA legal waivers DO NOT have to be signed prior to adult heavy weapons or fencing activities at events if the combatant presents 1) a current yellow Æthelmearc authorization card or 2) an SCA blue membership card to the MOL-in-charge. All signed waivers from combatant check-in are submitted to the KMOL with the event report(s).

3. SCA legal waivers MUST BE signed at every youth or equestrian activity, following their respective policies.

4. An out-of-kingdom participant must present a current authorization card from their Kingdom in order to participate in Æthelmearc combat activities. If they do not have a current SCA membership, they must sign the SCA legal waiver at the MOL table.

5. Participants who are not authorized but wish to practice for authorization at an event must sign an SCA legal waiver.

6. All signed waivers from combatant check-in are submitted to the KMOL with the event report(s).

7. In the absence of an MOL-in-charge, signed waivers must be collected by the marshal-in-charge, and the marshal-in-charge shall send them to the Kingdom MOL with any other supporting documentation.

D. REPORTING REQUIREMENTS

1. Reports are required within 30 days after each event where combat occurred. These should include the following information: the reporting Minister of the List's mundane and SCA name(s), address and home group, event name, location, and sponsoring group, date the event was held, autocrat, marshal-in-

charge, surgeon in charge, what tournament was held, who fought in tournament, who won (if applicable), and a list of any authorizations done (name and form). These reports can be filed electronically or in paper form. If multiple tournaments are held at an event, multiple tournament reports, or a single comprehensive report, are/is required. If multiple melees are held at an event, multiple combat reports, or a single comprehensive report, are/is required. In addition to the formal report(s), signed waivers, rosters of combatants, and tournament trees should also be sent to the Kingdom MOL for the archives.

2. In the absence of an MOL-in-charge, authorization cards must be presented to the marshal-in-charge, waivers signed if needed, and the marshal-in-charge shall file the event report(s) and supporting documentation with the Kingdom MOL.

3. Authorization forms should be immediately sent to the appropriate individual (Authorizations Clerk or KMOL) for processing, even if the event report is not yet completed.

4. Anyone with an interest in the lists can speak to the Kingdom Minister of the Lists about becoming an MOL-at-large. MOLs -at-large will be warranted as well, using the warranting procedure described in section B.

E. RECORD RETENTION POLICIES

1. All paper records will be retained for at least one year after their expiration. When storage space becomes an issue, all paper files will be shredded when purged.

2. Electronic records will be maintained indefinitely.

F. KINGDOM MOL RESPONSIBILITIES

ÆTHELMEARC LAWS AND POLICIES – REVISED APRIL 2009

1. Either maintain the database of authorized combatants in the Kingdom, or appoint an Authorizations Clerk (see section G).
2. Run the list for Kingdom events (Crown Tournaments, Kingdom Championships) and King and Queen's Champion Tournaments.
3. Provide for laminated authorization/warrant cards to be issued in a timely manner (see section G).
4. Identify and appoint regional MOLs.
5. Teach and assist other Ministers of the List in the execution of their duties.
6. Maintain and distribute the Æthelmearc Minister of the Lists handbook, which includes the current policies and forms as well as details of how to run different types of tournaments.

G. AUTHORIZATIONS CLERK

If desired, the Kingdom minister of lists may appoint a deputy known as the authorizations clerk. The authorizations clerk is a discretionary deputy to the Kingdom MOL. It is recommended (but not required) that the authorizations clerk be the drop-dead deputy for the MOL office. The duties of the authorizations clerk are as follows:

1. Create all Æthelmearc authorization cards.
2. Maintain the electronic and paper files of authorizations.
3. Ensure that the kingdom MOL has access to the electronic database as needed.
4. The authorizations clerk must report to the kingdom MOL at regular intervals (check Earl Marshal reporting schedule) with copies being forwarded to the Earl Marshal, Kingdom Marshal of Fence, Chancellor of the Youth Martial Academy, Youth Fencing Provost, and others as requested. This report should

include the following: total number of current adult and youth authorizations in the kingdom, number of authorized rattan, number of authorized rapier, number of authorized equestrian, number of authorized youth, any other information upon request.

H. KINGDOM MOL REQUIREMENTS:

To effectively execute the position, a candidate will need the following:

1. A computer, either PC or Mac. The machine should be fairly recent and of sufficient power to handle the processing of the MOL database, if needed.
2. Appropriate software to manipulate the database if needed.
3. A color printer for laminated cards, if needed.
4. Approximately 2-5 hours per week to process paperwork (if needed) and handle requests and questions.
5. Internet and e-mail access.
6. The ability to travel to events throughout the kingdom.
7. A current membership.

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To effectively execute the position, a candidate will need the following:

1. A computer, either PC or Mac. The machine should be fairly recent and of sufficient power to handle the processing of the MOL database.
2. Appropriate software to manipulate the database as needed.
3. A color printer for laminated cards.
4. Approximately 5-10 hours per week to process paperwork and handle requests and questions.
5. Internet and e-mail access.