

# **Æthelmearc**

# **Minister of Lists**

# **Handbook**

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## WELCOME!

Welcome to the world of the List! Whether you are new to the job, an experienced list officer, or just interested in how to run tournaments in the Kingdom of Æthelmearc, this manual contains the information you need.

The office of the Minister of Lists has a number of responsibilities, and this manual covers the major points. There are two primary areas of responsibility for the list officer: verifying authorizations and waivers, and running fair tournaments. In exchange for this effort, you get one of the best seats in the house, you get to meet all the participants, and you always know the score.

This book will walk you through everything from becoming an MOL to running a custom format tournament. If you should have questions, please contact the Kingdom Minister of Lists or a Regional Minister of Lists.

## TO BECOME A WARRANTED MOL OF ÆTHELMEARC

The Minister of Lists is a warranted position, just like a Marshal. **This is a change in policy effective ASXLII (2008).** In order to obtain a warrant, a candidate must demonstrate to the warranting MOL that they understand the policies of the MOL office, that they can effectively run tournaments, and finally that they can complete all required paperwork in a timely fashion. The MOL-in-training program involves job shadowing and practice to demonstrate proficiency. The warranting MOL signs the form, and either issues an MOL warrant card, or delivers the paperwork to the Kingdom MOL for warrant card preparation. All MOLs-in-charge must be warranted. Maintaining one's MOL warrant is dependent on completing an MOL warrant form every time one's SCA membership is renewed.

All MOLs shall be acceptable to both the Kingdom MOL and the Regional Deputy MOL in the region in which they reside. If the individual desiring to become an MOL is not well known to the warranting official, the Kingdom MOL and/or Regional Deputy may require that the individual present letter(s) of recommendation or other testimony as part of the warranting process. The number of letter(s) and type of testimony to be obtained is at the discretion of the Regional MOL and/or the Kingdom MOL. This letter(s)/testimony should be from individuals who are known to the Kingdom MOL and/or Regional Deputy. This letter(s) of recommendation/testimony should attest to the suitability of the individual as an MOL. The best testimony comes from an experienced MOL.

MOLs must be thoroughly versed in the rules contained within the Minister of Lists Handbook and the additional and particular requirements of the Kingdom of Æthelmearc. The MOL must be willing to enforce these rules at all times, and support the combat marshals as needed.

Specific duties of an MOL include, but are not limited to:

- Inspection of all authorization cards and paperwork for compliance to SCA and Kingdom rules.
- Preparation of a list of participants with authorization card status for each activity.
- Collection of signed waivers as needed (discussed below in more detail).
- Run efficient and accurate tournaments consistent with the format provided by the marshal in charge.
- Submission of the tournament or combat report in a timely fashion to the Kingdom MOL.
- MOLs shall also be familiar with the Rules of the Lists and have a copy available for review by marshals and combatants when needed.

All MOLs must be current members of the SCA, Inc.

- All warrants are valid for the duration of the SCA membership.
- When the SCA membership expires, the MOL must execute a new MOL Warrant Form to receive a new warrant card.
- The Crown, the Earl Marshal, or the Kingdom MOL may revoke warrants at any time.
- All MOLs must keep their contact information current with the Kingdom MOL.
- Failure to comply with the above policies and any additional Kingdom or Society requirements may result in suspension or revocation of a MOL's warrant.

Once the Kingdom MOL receives the completed MOL warrant form, the new MOL will be provided with a printed copy of the MOL handbook. An electronic copy of the official Æthelmearc MOL handbook is also available on the Kingdom of Æthelmearc and the Æthelmearc MOL websites. The official Minister of Lists policies are published in the Law and Policy issue of the Æstel. The Kingdom MOL and the Authorization Clerk may also issue communications by publication in the Æstel and/or via electronic mailing lists.

MOLs may be attached to a specific group, a region, or “at-large”. By Kingdom Law, all Baronies are required to have a warranted MOL as an officer. Smaller

groups can have their own MOL or they can make arrangements with other warranted MOLs, including MOLs-at-large. All Kingdom level tournaments (Crown Tournament and all Kingdom Championships) are the responsibility of the Kingdom MOL and/or her (his) designee. Regional MOLs are experienced MOLs who act as a resource for autocrats, combatants, and other MOLs in their region. They should be contacted when MOL assistance is needed in the region, and their primary responsibility will be to help find one. This can mean running the tournament himself or herself, or finding someone else to run it. They are willing and able to travel throughout their region, and throughout the Kingdom if possible. Regional MOLs are expected to assist with any Kingdom level tournament in their area. Local MOLs are encouraged to assist with any Kingdom level tournaments in their area.

All relevant forms are contained in Appendix B, and are also posted on the Kingdom of Æthelmearc and the Æthelmearc MOL websites.

## **AUTHORIZATIONS**

This is the most important job for a Minister of Lists. New combatants, either in heavy weapons or fencing, must prove to Marshals that they are capable of participating in combat activities safely. Marshals are experienced fighters who have been warranted to act as judges of combat readiness by the Kingdom and/or Regional Deputies. Authorizations can take place at any gathering at which two Marshals are present. The Marshals manage the authorization process, but once that is done, there is paperwork that must be prepared and delivered. When an MOL is present, paperwork collection and delivery is the responsibility of the MOL.

All authorization forms are sent to the Authorization Clerk. Contact information is on the second page of the authorization form and in the Æstel.

Marshal Warrant Forms are no longer the responsibility of the Minister of the Lists office. The warranting Regional Marshal must send them to the appropriate Kingdom Superior.

Acceptable proof of authorization includes:

- The laminated Æthelmearc wallet card issued by the Kingdom MOL or the Authorization Clerk. Adult combatants receive yellow cards, and youth combatants receive purple cards.

- The top half of a Æthelmearc authorization form, within 60 days of its issuance.
- Unexpired authorization cards from other Kingdoms.
- Temporary authorization paperwork from other Kingdoms, but only if it hasn't expired.
- Other evidence/testimony acceptable to the Marshal-in-Charge or MOL-in-Charge at his/her discretion.

When participating in any combat activity, each combatant **MUST** present a valid authorization card.

- If the card presented is expired, have the combatant completely fill out both size of a renewal form, with required combatant and marshal(s) signatures.
- If the card is expired for more than 60 days, send the combatant to the Marshal-in-Charge. The Marshal will determine how the details of the reauthorization process.
- If the combatant presents a top half of a form that is more than 60 days old, have the combatant fill out another form with signature(s) and make sure it is sent to the Authorization clerk. Attach the expired form to the new form.
- If any paperwork has expired for more than a year, the Marshal may require the combatant to re-fight all of his authorizations. However the exact reauthorization process is up to the discretion of the Marshal(s).
- If the combatant cannot provide a card, (it happens; they get washed in back pockets, eaten by dogs, run over, or just plain forgotten), provide a form to replace the lost card, and have the combatant report to the Marshal to determine his eligibility with respect to that day's combat.

All authorizations expire no more than 4 years after the waiver on the authorization form is signed. Authorization cards expire on the birthday of the combatant.

Examples:

- Gareth first authorizes in weapon and shield on June 3, 2008, and his birthday is March 4<sup>th</sup>. Therefore his first authorization card (weapon & shield) will expire on March 4, 2012.
- Gareth then authorizes in great weapon on July 5, 2008. His second card, with weapon & shield and great weapon authorizations, still expires on March 4, 2012.
- In April of 2009, Gareth authorizes in polearm. His new authorization card (weapon & shield, great weapon, and polearm) now expires on March 4, 2013.
- In August 2009, Gareth authorizes in single rapier. His next authorization

card (weapon & shield, great weapon, polearm, and single rapier) still expires on March 4, 2013.

- Gareth's card is about to expire (March 2013). In order to renew his heavy weapons authorizations, he must completely fill out authorization paperwork and get a heavy weapons marshal to sign it. In addition, since Gareth has a fencing authorization, he must get a fencing marshal to also sign the form. Marshals cannot renew authorizations for weapons forms for which they themselves are not authorized.

## TOURNAMENTS

The local MOL usually runs the tournaments at a group's events. An MOL-at-large, or one that has traveled to another area, may also run or assist with a tournament for a group/event that doesn't have an MOL, just to help out.

It is the responsibility of the MOL-in-charge to send a tournament or combat report to the Kingdom Minster of Lists within 30 days of the event. If no MOL is present, the marshal-in-charge should submit the appropriate report to the Kingdom MOL.

A tournament report must include the following information:

- The MOL's name (mundane and SCAdian)
- The event name, location, and date
- The name of the event's autocrat
- The name of the surgeon (if there is one)
- A record of any injuries that occurred
- The name of the marshal-in-charge
- The name of the winner of the tournament
- A list of participants (combat sign in sheet)
- The type of combat (double elimination, round robin, melee)
- A list of anyone who authorized
- Any authorization forms if they ask you to submit forms for them

If no tournament occurs, i.e. melee combat, sparring, or other combat where a winner is not determined, a combat report is filed instead of a tournament report. The only difference between the two is whether or not a tournament winner is reported.

The autocrat and the event information should be in the Æstel. The marshal-in-charge will generally be the person telling you what type of tournament you are

running. They should be able to tell you who the surgeon in charge is.

Examples of the tournament and combat report forms can be found in Appendix B of this handbook or on the Kingdom and MOL websites. The tournament and combat reports can be sent to the Kingdom MOL by US Mail or submitted on-line at <http://mol.aethelmearc.net>. If tournament reports are submitted on-line, tournament trees and other documentation must still be sent to the Kingdom MOL, either by US or electronic mail.

## WAIVERS

The Kingdom of Æthelmearc does not require individuals who wish to participate in SCA activities to be members of the SCA. Because of this, a lot of time and effort is spent on signing legal waivers. All adults who cannot prove membership in the SCA are required to sign a legal waiver at troll, and pay the \$3 non-member fee. At troll, legal waivers must also be signed by parents/guardians of all minors at the event. Some event sites may also require a signed waiver from every adult, and on behalf of every minor, at the event. Finally, signed waivers are also required for participation in combat activities at any SCA sponsored event. However not everyone has to sign a waiver at the list table.

- If the person has a valid Æthelmearc authorization card, they do not have to sign the waiver at the list table.
- If the person has a temporary Æthelmearc paper authorization card AND they have a current SCA membership (blue card), they do not have to sign the waiver, but may be asked to do so if desired.
- If the person has a temporary Æthelmearc paper authorization card BUT are not a member of the SCA (no blue card), they must sign the waiver.
- If the person is from out of kingdom and does not have a membership card, they must sign the waiver,
- If the fighter is from out of kingdom and has a membership card they do not have to sign the waiver, but may be asked to do so if desired.
- If the person has never authorized before and has a membership card, they do not have to sign the waiver in order to practice before authorization.
- If the person is not authorized and has no membership card, they must sign the waiver before they can practice before authorization.

This is a lot of paperwork, but it is due to the fact that Æthelmearc does not require SCA membership of its participants. With respect to the combat waiver, a current

Æthelmearc authorization card substitutes for a current SCA membership card, because we keep signed waivers from authorization paperwork on file in the authorization clerk's office.

All waivers signed at combat events are submitted to the Kingdom MOL with the event report. Waivers signed at practices are submitted to the Kingdom Waiver Secretary.

### BEFORE THE TOURNAMENT BEGINS

To participate in a tournament, each combatant must appear before the MOL at the list table and sign in. When a participant signs in for a tournament, they will need to produce a current authorization card, and other supporting documents as needed (see WAIVER section). The MOL must check the expiration date on the authorization card, and ask the person to do a renewal or reauthorization (marshal's discretion) if the card has expired. If there are multiple tournaments or specific themes for the day, you may also need to keep track of which tournament the person will participate in and other details (example: who is the person fighting for = consort).

In most cases, the event announcement will describe the tournament format(s). The major exceptions here are champions' tournaments, where the outgoing champion usually determines the tournament form, or sponsored tournaments, where the sponsor determines the form. Ideally tournament details should be communicated before the event, but it doesn't always happen. Upon arrival at the list field, the MOL should discuss the day's tournament formats with the Marshal-in-Charge. If you are unfamiliar with a tournament format, let the Marshal-in-Charge know immediately. Someone must explain the tournament format to you before the tournament can begin.

MOLs should bring, or make arrangements to have available, the following items, to make their job easier:

- Paper, Pens and Paper clips, lots of all of them
- INDEX CARDS (lots of them)
- A table and a comfortable chair
- Sunscreen if outdoors
- Shade if outdoors
- Extra pens (they seem to walk away)
- Tape is a good idea



- Blank paper
- A waste container
- Water, other drinks, and snacks (it can be a long afternoon)

## FIRST

Get yourself set up. The table and chair should be set where you can see the tournament lists. Part of the job is to keep things moving at a regulated, reasonable pace. To do that, you need to know what is going on. Ask the marshal-in-charge for advice on the best location based on how and where the lists are set up. Assemble your paperwork and get something to drink.

## TWO

Start signing people in. Formal tournaments may want to announce combatants with their titles, so find out in advance from the marshal- or herald-in-charge, and ask each participant as they sign in. The sign-in process sometimes goes in spurts. During free moments, start writing each name on an index card in large, careful letters. You will be handing these cards to heralds and marshals to read. For complicated names, ask the person signing in for pronunciation so that you can include both the correct and phonetic spellings on the card. This makes heralds, marshals, and participants happy. Recruit list runners. Kids love to do this, but grab anyone willing to help. For a large, complicated tournament, the runners can be your eyes. In some tournaments, there are multiple lists and lots of people talking, so keeping an eye on who's winning each bout is impossible. The runners can keep track of that for you, while saving the heralds or marshals the trouble of walking over to you between bouts.

If the event doesn't have a herald-in-charge, you may also try to recruit heralds. Most marshals would rather just deal with the bout and not try to be heard over the crowds. The heralds can announce both who is fighting and who is on deck. This process keeps the tournament moving smoothly.

While the tournament is going on, you will provide the index cards containing the names of participants to either a herald or marshal, who will then call them to the list. The easiest way is to pair the cards for each bout, and present them to the marshal/herald/list runner in pairs. Multiple pairs can be sent out at one time. Herald can call the current bout, and announce who is "on-deck" so that they can be ready when called to fight. After that, just trade cards from the bout just fought for the cards for the next combatants on deck. The runners can take them to your

heralds and marshals. Make sure you instruct them to bring the winner's card ON TOP. You can't watch every bout and you can't always tell who won. WINNER ON TOP consistently identifies the winner of the bout, and serves as a double check. During a busy tournament, a verbal confirmation from the person who delivered the cards can also be appropriate.

At times, you may be running a tournament at a small event, or there just are not enough spectators for heralds or list runners. Don't despair. If the marshals can't help, you can always call the names yourself and give the cards to the combatants to take to the marshal. Make either the WINNER or the LOSER bring you the cards back (winner on top) so that you can record everything correctly.

### **TAKE YOUR TIME!**

Don't rush. That's when mistakes get made. The fighters and fencers generally could use a minute to catch their breath. This gets even more true as there are less of them still in the tournament, so if you need a couple of minutes after each round to organize your thoughts and get the cards for the next round, take it. It takes practice to run a smooth tournament, but it gets easier with practice.

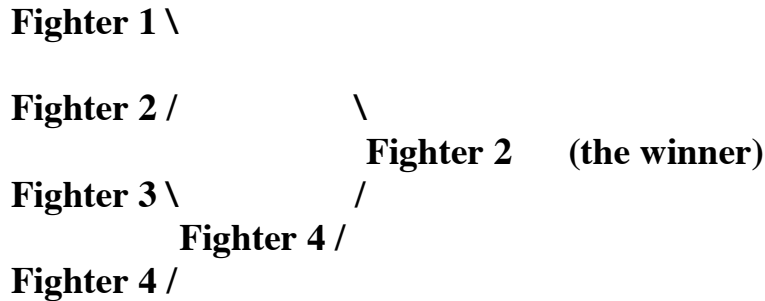
As the tournament concludes, answer the questions on the appropriate MOL report form, so that you have the necessary information to send to the Kingdom MOL. Ideally you could have your report completed and ready to mail with the tournament tree(s) by the time you leave the site.

## **TOURNAMENT FORMS**

Most tournaments will be one of the following basic forms: Single Elimination, Warlord Tournament, Double Elimination, Round Robin, or Bear Pit, but there can be infinite variations. Marshals can be very creative and devise complicated formats to serve specific purposes or in response to specific themes. Royalty, or other tournament hosts, can also make your life more interesting (and complicated). Talk to them in advance about what they want to do, and especially, what is and is not possible. The MOL is there to keep everything fair, and manipulation of the participants in the middle of a tournament is not fair. Communication with all involved is the key.

SINGLE ELIMINATION: This is the fastest list – if you lose once, you’re out. Since it is fast, it can be used when there are large numbers of contestants.

**Example 1:**

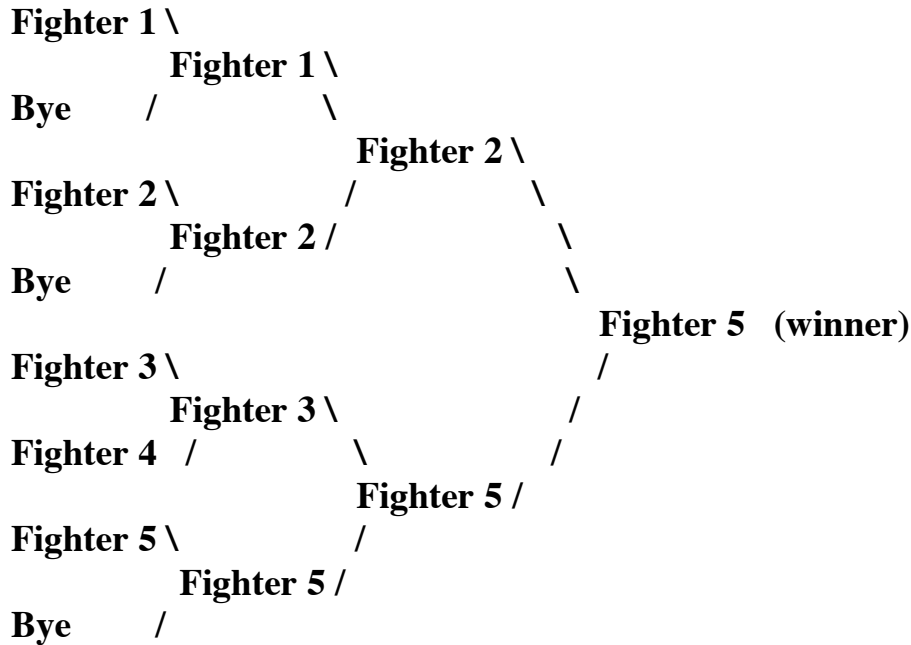


Even numbers are easier to deal with than odd numbers, but odd numbers can work. A perfect list is a power of two (2, 4, 8, 16, 32, 64, etc), and the key to achieving all of this is the BYE fight. Depending on local custom and available time, Byes can either be simply announced or actually be fought as “Tiring Byes”. In general, a Bye in the brackets is treated exactly like a fighter who loses every time. If two Byes fight each other, as sometimes happens in lists that are less than perfect, one of them obviously has to win. It makes no difference which one. They will lose in the next round.

Tiring Byes make sure that everyone still in the tourney has consistently fought and is equally tired. Tiring Byes involve an actual bout between a tournament participant and a non-participant, with both parties knowing that the participant will advance in the winner’s list of the tree, even if the non-participant wins the bout. If there are many BYE fights in the tournament, there may not be enough non-participants (BYE fighters) available. In this case, it is acceptable to have two tournament participants fight each other in a Tiring Bye, but they both must realize that the actual outcome of the fight is unimportant. They will both advance in the winners list. It helps to choose participants in these initial bye fights from opposite ends of the tourney tree. That way, participant one won’t fight someone in a BYE fight and immediately thereafter in a “real” fight.

As you can see (Example 2), BYE fights make the tree a little more complicated. Try not to let any one person get more than one bye in a tournament. Spread them around, and don’t cluster them all in one section of the first round. If all byes are clustered in the first round, they won’t disappear after the second round. Ideally the byes should be evenly distributed throughout the first round so they all disappear by the end of the second round. Remember byes – you will use the a LOT!

## Example 2:



## WARLORD TOURNEY:

A single elimination tournament is very straight forward, but there is one fun variation. The concept is simple - you pair everyone up, just like a single elimination tournament, and they go out and fight the first round. HOWEVER, instead of being out, the loser of the bout will join the winner's team. This is then repeated with teams of 2 on 2, with the losing team joining the winning team. This goes on until you have two teams and they fight a final melee. The winner is the leader of the winning team.

This obviously works best with even numbers. If you have odd numbers, you have two options:

- Pick the best combatant, give them a bye the first round, and then let them finish out the tourney always one person down.
- Pick the 3 least experienced combatants, give them the bye the first round and then let them finish out the tourney with the extra person.

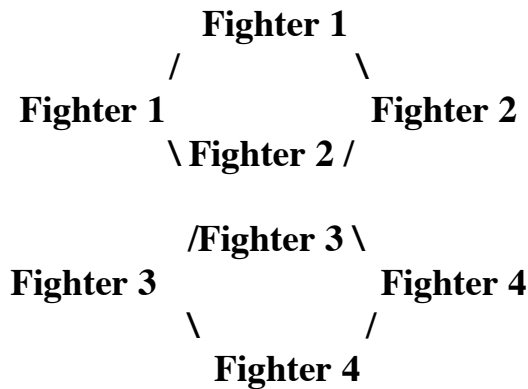
Get the marshals to help you determine how to handle the odd number. A warlord tournament requires a lot of physical space – enough to fight a melee between the two halves of all those involved. The easiest way to run this is usually on cards and not on paper, using paper clips to keep the groups of cards together.

## DOUBLE ELIMINATION:

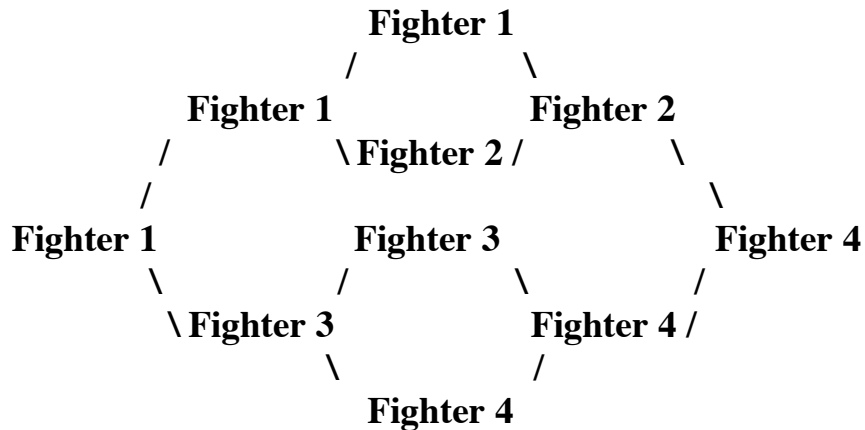
A Double Elimination Tourney is the most common tournament you will run, and is the predominate form in Æthelmearc heavy weapons tournaments. The concept is simple. You get to lose twice before you are out of the tournament. The execution is a little more difficult. You end up with both a winners' list and a losers' list. The winners' list is run like a single elimination. However when someone loses, they move over to the other side and fight in this list until they lose a second time.

### Example 3:

Round One:

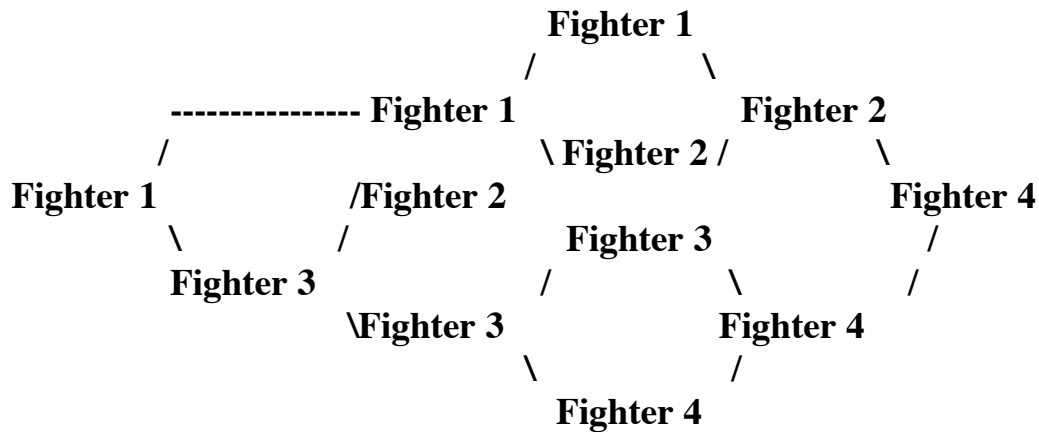


Round Two:



By looking at this tree, this tournament has 2 people in the finals – Fighter 4 and Fighter 1. Fighter 4 has not lost and Fighter 1 has lost once. However what happened to fighter 2? Fighter 2 has also lost once, but he is not on the tree. To account for Fighter 2, the tree must have another round on the losers' side, sometimes referred to as “round 2-1/2”.

Round Two and 1/2:



Because Fighter 2 had already fought fighter 1, fighter 2 is paired with fighter 3 in round 2-1/2. Everyone is now accounted for and there are really two finalists. In the purest form of a double elimination, Fighter 1 would have to beat Fighter 4 twice in the finals in order to win.

The mechanics of running these lists can be complicated. They can easily have huge numbers of participants, and rarely a nice, easy, power of 2 group. When this is the case, you begin inserting those insidious byes.

There are three ways to run a double elimination tournament. The first is with a tree. The second is with cards. The third is with both.

Use cards for announcements of the names. It is a good way to double check to write the results of bouts on the cards as well. When someone loses their second bout, their card get pulled out of the pile and marked very clearly in some way or put in a waste container (a.k.a. “Dead Guy Bucket”), which gets them out of your way entirely. Then the bouts for the next round are paired out of the cards you have remaining. Since you have to keep track of two piles of cards (winners’ pile and losers’ pile), this can be somewhat complicated. Just be sure to keep the two piles separated. Double Check.

Usually in a big tournament you can't watch every bout and you may not be able to identify the winner from a distance. REQUIRE that the winner's card be put on top of each pair. Make it CRYSTAL clear to runners, marshals, etc. that you will mark the person whose card is on top as the winner, regardless.

## **ROUND ROBIN:**

This is may be fairest of all types of tournaments, and it is the most popular with Æthelmearc fencers. There is no favored position, since everyone fights everyone, but it has two drawbacks. First it is slow. There are 28 bouts for 8 fighters and 120 bouts for 16 fighters. Second, there is no guaranteed winner. At the end of the scheduled bouts, you could discover that two or more fighters have identical records. This would require either ending with a tie, or fighting some form of tiebreaker.

Scoring is done based on the number of wins. You can easily form a grid of the fighters or use a tree.

### **Example 4:**

	<b>Fighter 1</b>	<b>Fighter 2</b>	<b>Fighter 3</b>	<b>Fighter 4</b>
<b>Fighter 1</b>	XXXXXXXXXX			
<b>Fighter 2</b>		XXXXXXXXXX		
<b>Fighter 3</b>			XXXXXXXXXX	
<b>Fighter 4</b>				XXXXXXXXXX

Examples of Round Robin trees with various numbers of participants are in Appendix B of this handbook.

## **BEAR PIT:**

Make a list of all fighters with room to write scores or tally marks next to each name. The tournament needs an opening and closing time. Line the participants up and then let them go.

The first two enter the list and fight. The winner stays, and the loser can go back to the end of the line. You keep score based upon the previously agreed-upon scoring for that tournament. Talk to the marshals and those running the event about counting only wins, only losses, or both. The Bear Pit tournament ends when time is called. The winner is the one who has the most points.

## **KNOWN VARIATIONS:**

Atlantian Speed Tournament, Holmgangr (Viking style), Swiss tourney

## **ARCHERY, THROWN WEAPONS, AND EQUESTRIAN**

For the most part, your assistance won't be needed at these tournaments. In general, the marshals track scoring at the tournaments and report them to their kingdom scorekeeper. If, however, they ask you to help them by writing down the scores, they can instruct you on what information to track.

## **COMBAT ARCHERY**

The one time you might have to deal with archery is in regards to Combat Archery, which is occasionally allowed in melees. Combat Archers have a specific authorization process and will have authorization cards to show you when they sign in. You will need only record their information on the sign-in sheet, as if they were a heavy weapons fighter. Depending upon the circumstances, you may need to note which participants are combat archers, so that they can be fairly divided between melee teams.

## **FINAL NOTES**

Don't make Mistakes. This almost always means take your time, don't be afraid to ask for help and don't be afraid to “give the participants a rest” while you figure out what needs to happen next.

Limit Fiddling with the Tree during the Tournament: There are two realistic reasons to make changes to the tree – to spread the byes around and to keep participants from having to fight the same people again.

Setting Up the Tree Randomly: Participants whom practice together all the time are going to be bored fighting too many bouts with each other. Speak with all concerned.

Talk to all officials and sponsors in advance about how they want to run the tournament, and especially, what is and is not possible. The MOL is there to keep everything fair, and manipulation of the participants in the middle of a tournament is not fair. Communication with all involved is the key.

**REPORTS OF FIXED LISTS WILL BE TREATED SERIOUSLY.**



## **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 (in-coming 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 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, chirurgion 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

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 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.

#### I. AUTHORIZATIONS CLERK 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 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.

## **RULES OF THE LISTS**

The basic rules for the SCA combat are contained in the Rules of the Lists. These Rules, however, do not specifically cover non-tourney field activities such as wars, combat archery, and period fencing. In practice, the Rules have been extended to cover these activities, with the observance of honor and chivalry being the overriding element, along with the safety of the combatants. The following is intended to bring together the appropriate rules for conducting both tourney field combat and other SCA combat activities.

## **SOCIETY FOR CREATIVE ANACHRONISM, INC. RULES OF THE LISTS**

B. The Rules of the Lists (reprinted from Section IX of the Corpora of the SCA)

1. Each fighter, recognizing the possibilities of physical injury to himself or herself in such combat, shall assume unto himself or herself all risk and liability for harm suffered by means of such combat. Other participants shall likewise recognize the risks involved in their presence on or near the field of combat, and shall assume unto themselves the liabilities thereof.
2. No person shall participate in Combat-Related Activities (including armored combat, fencing, combat archery, marshalling, scouting, and banner-bearing in combat) outside of formal training sessions unless and until he or she shall have been properly authorized under Society and kingdom procedures.
3. All combatants must be presented to, and be acceptable to, the Sovereign or his or her representative.
4. All combatants shall adhere to the appropriate Armor and Weapons Standards of the Society, and to any additional standards of the kingdom in which the event takes place. The Sovereign may waive the additional kingdom standards.
5. The Sovereign or the Marshallate may bar any weapon or armor from use upon the field of combat. Should a warranted Marshal bar any weapon or armor, an appeal may be made to the Sovereign to allow the weapon or armor.
6. Combatants shall behave in a knightly and chivalrous manner, and shall fight according to the appropriate Society and Kingdom Conventions of Combat.
7. No one may be required to participate in Combat-Related Activities. Any combatant may, without dishonor or penalty, reject any challenge without specifying a reason. A fight in a tournament lists is not to be considered a challenge, and therefore may not be declined or rejected without forfeiting the bout.

8. Fighting with real weapons, whether fast or slow, is strictly forbidden at any Society event. This rule does not consider approved weaponry that meets the Society and kingdom standards for traditional Society combat and/or Society rapier combat, used in the context of mutual sport, to be real weaponry.

9. No projectile weapons shall be allowed and no weapons shall be thrown within the Lists of a tournament. The use of approved projectile weapons for melee, war, or Combat Archery shall conform to the appropriate Society and Kingdom Conventions of Combat.

## **APPENDIX B:**

The following pages contain copies of forms used by MOLs. All forms, waivers and handbooks can also be found at:

<http://www.aethelmearc.org>

<http://mol.aethelmearc.net/>

<http://www.sca.org>

<http://youthfighting.aethelmearc.net/>

A more in-depth dissertation on running diverse sorts of lists can be found in Johan's Book of Lists: <http://www.geocities.com/jvontr/>

### **In Memoriam**

Master Johann von Traubenberg  
a.k.a. Johan von Traubenberg  
(d. 10/24/05)

Master of the Pelican (East)	08/21/93
Companion of the Golden Alce	08/15/91
Companion of the Keystone	02/22/97
Companion of the Sycamore	07/01/00
Companion of the Silver Crescent (East)	01/07/84
Companion of the Tygers Combatant (East)	08/16/90
Award of Arms (East)	11/10/79
Companion of the Burdened Tyger (East)	10/03/87
Queen's Honor of Distinction (East)	02/22/97
Companion of the Cornerstone (Stonemarche, East)	10/03/87
Companion of the Comet (Debatable Lands [Srv.])	01/20/96
Companion of the Comet (Debatable Lands [Arts])	06/13/98
Companion of the Comet Gules (Debatable Lands [Mart.])	08/11/02
21st Jewel of Æthelmearc	08/15/06

## **LIST OF ATTACHMENTS**

Adult (Combat) Authorization Form  
Youth (Combat) Authorization Form  
Adult Equestrian Authorization Form  
Youth Equestrian Authorization Form  
Marshal Warrant Form  
MOL Warrant Form  
Adult Waiver Form (individual)  
Adult Waiver Form (roster)  
Minor's Consent to Participate and Hold Harmless Agreement (individual)  
Minor's Consent to Participate and Hold Harmless Agreement (family)  
Medical Authorization for Minors  
Tournament Report  
Combat Report  
Injury Report  
Combat Sign-in Sheet  
Youth Tournament Sign-in Sheet  
Round Robin Trees  
    5 and 6 man  
    7 man  
    8 man  
    9 man  
    10 man  
Double elimination tree – 8 man  
Double elimination tree – 16 man  
Double elimination tree – 32 man  
Double elimination tree – Semi-finals and Finals

The printed version of the 2009 Aethelmearc MOL Handbook contains all of the attachments listed above. Electronic copies are also on the Aethelmearc Kingdom, Marshal and MOL websites.

The electronic version of the 2009 Aethelmearc MOL Handbook contains the round robin and double elimination trees listed above. Electronic copies of the other forms are on the Aethelmearc Kingdom, Marshal and MOL websites.



## Round Robin Trees

### 5 Man List

### 10 bouts

1st	1 vs 2	3 vs 4	5 rest
2nd	1 vs 3	2 vs 5	4 rest
3rd	1 vs 5	2 vs 4	3 rest
4th	1 vs 4	3 vs 5	2 rest
5th	2 vs 3	4 vs 5	1 rest

### 6 Man List

### 15 bouts

1st	1 vs 2	3 vs 4	5 vs 6
2nd	1 vs 3	2 vs 6	4 vs 5
3rd	1 vs 4	2 vs 5	3 vs 6
4th	1 vs 5	2 vs 3	4 vs 6
5th	1 vs 6	2 vs 4	3 vs 5

## Round Robin Trees

**7 Man List**

**21 bouts**

1st	1 vs 2	3 vs 4	5 vs 6	7 rest
2nd	1 vs 3	2 vs 5	4 vs 7	6 rest
3rd	1 vs 4	2 vs 7	3 vs 6	5 rest
4th	1 vs 5	2 vs 3	6 vs 7	4 rest
5th	1 vs 6	2 vs 4	5 vs 7	3 rest
6th	1 vs 7	3 vs 5	4 vs 6	2 rest
7th	2 vs 6	3 vs 7	4 vs 5	1 rest

## Round Robin Trees

**8 Man List**

**28 bouts**

1st	1 vs 2	3 vs 4	5 vs 6	7 vs 8
2nd	1 vs 3	2 vs 5	4 vs 7	6 vs 8
3rd	1 vs 4	2 vs 7	3 vs 6	5 vs 8
4th	1 vs 5	2 vs 3	6 vs 7	4 vs 8
5th	1 vs 6	2 vs 4	5 vs 7	3 vs 8
6th	1 vs 7	3 vs 5	4 vs 6	2 vs 8
7th	1 vs 8	3 vs 7	4 vs 5	2 vs 6

## Round Robin Trees

### 9 Man List

### 36 bouts

1st	1 vs 2	3 vs 4	5 vs 6	7 vs 8	9 rest
2sd	1 vs 3	2 vs 9	4 vs 6	5 vs 7	8 rest
3rd	1 vs 4	2 vs 8	3 vs 6	5 vs 9	7 rest
4th	1 vs 5	2 vs 7	3 vs 8	4 vs 9	6 rest
5th	1 vs 6	2 vs 4	3 vs 7	8 vs 9	5 rest
6th	1 vs 7	2 vs 6	3 vs 9	5 vs 8	4 rest
7th	1 vs 8	2 vs 5	4 vs 7	6 vs 9	3 rest
8th	1 vs 9	3 vs 5	4 vs 8	6 vs 7	2 rest
9th	2 vs 3	4 vs 5	6 vs 8	7 vs 9	1 rest

## Round Robin Trees

**10 Man List**

**45 bouts**

1st	1 vs 2	3 vs 4	5 vs 6	7 vs 8	9 vs 10
2nd	1 vs 3	2 vs 9	4 vs 6	5 vs 7	8 vs 10
3rd	1 vs 4	2 vs 8	3 vs 6	5 vs 9	7 vs 10
4th	1 vs 5	2 vs 7	3 vs 8	4 vs 9	6 vs 10
5th	1 vs 6	2 vs 4	3 vs 7	8 vs 9	5 vs 10
6th	1 vs 7	2 vs 6	3 vs 9	5 vs 8	4 vs 10
7th	1 vs 8	2 vs 5	4 vs 7	6 vs 9	3 vs 10
8th	1 vs 9	3 vs 5	4 vs 8	6 vs 7	2 vs 10
9th	2 vs 3	4 vs 5	6 vs 8	7 vs 9	1 vs 10