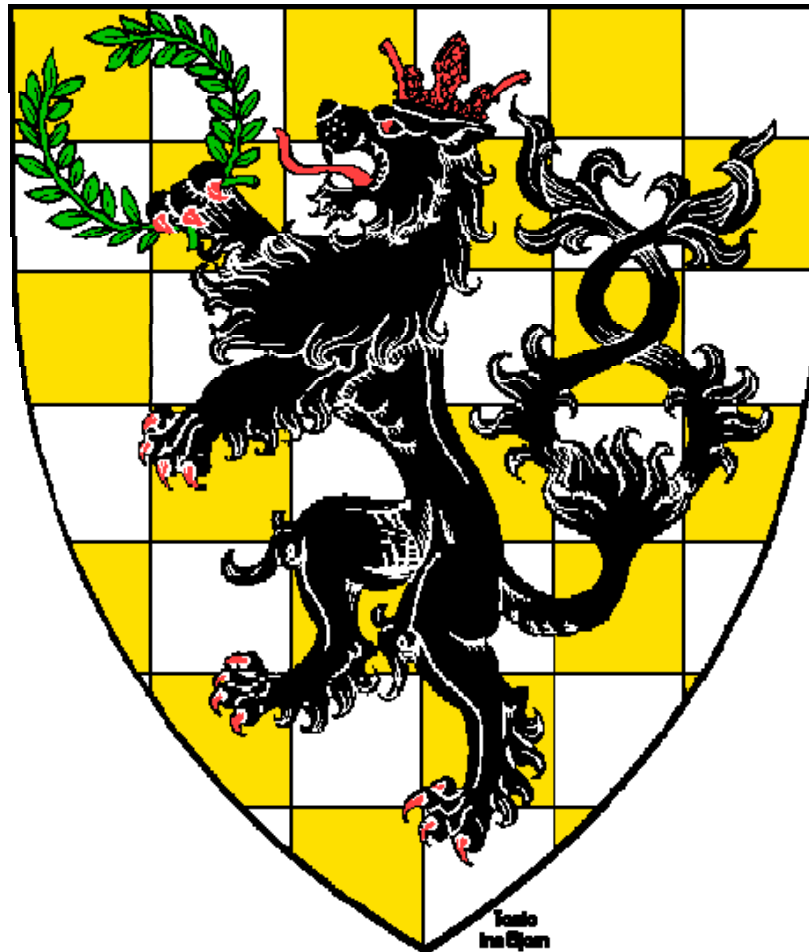


Kingdom of An Tir



Royal Chamberlain Handbook

Created 8/2008
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Introduction

The An Tir Royal Chamberlain is a Lesser Office of the Kingdom reporting to the Kingdom Exchequer. The following is an excerpt from Kingdom Law detailing the duties of the office.

The Royal Chamberlain shall:

- a) *Maintain and inventory the Royal Regalia.*
 - i. *A completed inventory form shall be signed by the Royal Chamberlain, the Crown and the Royal Heirs at each Coronation event.*
- b) *Maintain insurance on regalia items.*
- c) *Maintain a secured storage facility for regalia not currently being used.*
- d) *Order and maintain a sufficient supply of medallions and other tokens given by the Crown.*
- e) *Solicit bids for the repair or replacement of existing regalia items, or the creation of new ones.*
- f) *Serve on the Royal Regalia Commission.*
- g) *Maintain a storage facility for infrequently used and retired items of regalia.*

What does this actually mean? It means that the Royal Chamberlain is responsible for the physical assets of the Kingdom. This office has great accountability as many of the assets are quite valuable and some irreplaceable.

Regalia are classified by the Society for Creative Anachronism, Inc. as “works of art or jewelry that are used for display or ceremonial use”. Examples of regalia are crowns, swords, etc., “items that can be used over and over without a steady decrease in value”. The majority of the An Tir asset inventory is classified as equipment. These are items that see “extreme wear over a short period of time”. Examples of equipment are thrones, pavilions, banners, tabards, etc.

Largesse given to or received from the Crown is not the responsibility of the Chamberlain’s office. Neither is replacing property of Kingdom offices such as files, books, computers, pavilions, etc.

Maintenance and Repair

The physical assets of the Kingdom require periodic maintenance and/or repair. Examples of commonly needed maintenance are mending of textiles (tabards, banners, etc.), repairs to wooden items (thrones, trunks) and cleaning of metallic items (crowns, sword of state, etc.). Laundering of textiles should be done on an as needed basis following provided guidelines. The general practice is for the Chamberlain to conduct the repairs and maintenance that are within their area of knowledge and skill.

In the event property is in need of significant repair or maintenance, the Chamberlain shall inform the Financial Committee of the expected repair cost and timeline. Should the Committee decide that the item is to be repaired, the Chamberlain shall see to its repair or maintenance. If possible, the Chamberlain will contact the original artist of the item and allow them the first opportunity to repair the item. If the original artist is not available another artist with similar

expertise should be sought. Should the Committee decide that the item is not to be repaired or that it is no longer of use to the Kingdom, the Chamberlain will dispose of the item in accordance with the disposal policies later in this handbook.

Inventory

A complete inventory of Kingdom assets is done at each July Coronation and 12th Night. This inventory is conducted by the Royal Chamberlain and at least one member of each of the incoming and outgoing retinues. The inventory list is then distributed to the Kingdom Exchequer, the incoming and outgoing Crowns and Their heads of retinue as well as the retinue members that helped with the inventory. If there are any discrepancies or missing items the Royal Chamberlain works with the retinue to find the property or determine if replacement is needed.

The inventory sheet should list the location and description of all non-cash assets regardless of type. Items may be grouped together (i.e. 10 baldrics) if of like type/age/maker/etc. Where possible a photo inventory should also be kept to supplement the written descriptions.

Insurance

The SCA's current insurance policy does not cover physical assets for damage or theft. The Kingdom is currently investigating insurance options and this manual will be updated as more information is available.

It is requested that anyone in possession of Kingdom property claim the property on their personal insurance. This would include the Crown, Heirs, Kingdom Teamster, Champions and Officers. If needed for insurance purposes a lease/property loan agreement is available in the Forms & Miscellaneous section of this handbook.

Storage

There is no storage facility for unused/retired items. Several items (original thrones) are in storage at Master Alanus of Burgundy's home and the rest is housed in the Kingdom trailer. If enough items are considered outdated but worth storing the Kingdom will secure a permanent storage facility.

Vehicles (Trailers)

Vehicles (including trailers) have special requirements because of the added maintenance requirements. The purchase of any vehicle must be approved by the President and Treasurer or Society Exchequer. The donation of vehicles is expressly prohibited.

All vehicles must have a current license/registration in the name of "The Kingdom of An Tir, SCA Inc." The Kingdom Exchequer should be listed as the agent of record and receive all renewal notices.

Trailers are to be kept in good maintenance at all times. Maintenance should be conducted annually by an authorized trailer repair facility and include the inspection of wheel bearings, brakes & brake controls, electrical systems, hitch couplers and tires.

The SCA is not responsible for repairs or maintenance to member vehicles, even when used to tow SCA owned trailers. All travel is at the owner's risk including towing of trailers. Trailers should never be loaded over their maximum weight capacity. All agreements between a branch and individuals regarding use of an SCA owned vehicle are to be managed by the branch Seneschal.

Award Medallions

The following medallions are produced by these artists:

Master Conchobar Clarsir

Pelican

Laurel

Jambe de Lion

Goutte de Sang

Silver Rose

Silver Lilly

Forget Me Not

Lion of An Tir

Master Torfin Torgulson

Lion's Sword (outgoing heavy champion)

Lion's Heart (outgoing A&S champion)

King's Favor (not always)

Mistress Fjorlief in Halga

Mano de Oro

The following are currently commercially produced and ordered by whoever is preparing necklaces but we are looking into creating a mold and pewter casting them:

Lion's Cub

Ordo Equi

The following do not have a manufacturer:

Lion's Rapier (outgoing rapier champion)

Lion's Arrow (outgoing archery champion)

Lion's Troubadour (outgoing bardic champion)

Sable Chime

Carp

The following are exceptions:

Grey Goose Shaft – medallion supplied by the Order

Hasta Leonis – commercially produced tassel purchased by the Chamberlain

It is the responsibility of the retinue to track current medallion inventory and contact either the Royal Chamberlain or the artist currently producing the medallion to request more. If the Crown wishes to contract with a different artist for any medallions during Their reign They are welcome to do so.

Regalia / Property Bids

Bids or proposals for new regalia and property are to be approved by the Kingdom Financial Committee. A bid form with the required information is in the Forms section of this handbook. The Chamberlain may also put out a Request For Proposal (RFP) to the populace in order to obtain a specific item. An example RFP is also included in the Forms section. All RFPs will be published in the Kingdom newsletter and on the Kingdom email list.

Upon the closing of the bid process the Chamberlain will analyze all complete bids and present a recommendation to the Financial Committee. Should the Chamberlain or Committee find that there are insufficient bids to make a sound decision the Chamberlain may solicit more bids. Upon the Financial Committee's approval of a bid, the Chamberlain shall notify all persons submitting bids as to the committee's decision.

Approval from the Financial Committee is a commitment for a particular item(s) at a specified cost. Under no circumstances will overages be reimbursed without the approval of the Financial Committee, and then only in the rare case of unexpected circumstances not known at the time of the approval of the original bid.

Once the Financial Committee has approved a bid, the Chamberlain will coordinate the creation and purchase of the approved item(s). The Chamberlain reserves the right to request, and receive, monthly updates on projects expected to take longer than three (3) months. All receipts for the item shall be given to the Kingdom Chamberlain upon completion of the project, who will then turn them over to the Kingdom Exchequer with a copy of the approved bid.

Upon the Chamberlain receiving the item(s), they will be photographed and added to the inventory of the Kingdom. The Chamberlain will also inform the Committee that the item(s) were delivered in accordance to the bid.

Construction of new property or regalia that will not be a donation should not be undertaken without written approval from the Financial Committee. Any property or regalia created without this prior written approval will be gratefully accepted as a donation to the Kingdom. The Kingdom will not be financially obligated to pay for property or regalia that it has not committed to in writing.

Donations to the Kingdom

A donation from a group or individual to the Kingdom in the form of property or regalia is defined as items that did not have a “Request for Proposal/Bid” submitted and/or were not paid for by the Kingdom. While donations are very much appreciated, in order to maintain an accurate inventory, a completed Bid/Proposal form should be submitted to the Kingdom Chamberlain along with the donation.

Anyone with an idea for new Kingdom property or regalia that has not been announced should contact the Chamberlain to make sure that the Kingdom is in need of the item. Before beginning a project that you plan on donating to the Kingdom, you should ask yourself the following questions:

- Does the Kingdom have a need for this item? Or is it just something cool?
- Does the Kingdom already have one of these items in inventory? If so, why do we need another one? If not, why don't we already have one?
- Has the Kingdom Chamberlain been consulted in case a similar item is already in the works?
- Does the item have a use or is it just for display/decoration?
- Who is the item intended to be used by? How often?
- Is the item easily transportable? Does it easily fit in a vehicle?
- Is the item relatively lightweight? Can it be lifted and/or carried by one person?
- Is the item durable or is it easily breakable?
- Does the item have a lot of small parts that could be easily lost?
- Does the item require special care? Can it be cleaned easily and cheaply?
- If the item is intended for use by a group or an officer, have they been consulted?
- Has the Black Lion Principal Herald been consulted as to the correct design and usage of the Kingdom device? (if applicable)
- Will this project cost the Kingdom money? (Either in order to create it or in order to store and/or maintain it later.) If so, has the Kingdom Exchequer been consulted?
- Has the Kingdom Chamberlain been consulted about the project? (I just can't stress that enough.)

If you are still interested in donating something to the Kingdom, it is highly recommended that a Bid/Proposal Form be submitted along with the donation, and that it has at least the same information as requested for a paid for item.

When new regalia or equipment is donated or purchased the following information should be recorded:

- **Maker:** Who made the item? Modern name, SCA name, address, phone number and email address preferably. If something must be repaired or replaced the preference is to return it to the original maker of the object. If the item was purchased from a modern vendor warranty information (if any) should also be recorded.

- Content: What is the item made of? This is important for the future maintenance and repair of the object.
- Care Instructions: If possible care instructions should be included with the object and be on file with the Chamberlain's office. This is important because it is likely that the people using the item will not have the same expertise as the maker.
- Asset Value: The value of an asset will depend on how the item was obtained: purchase, reimbursement or donation.
 - Purchase: If an item is purchased from a vendor (SCA or modern) the value is the price paid;
 - Reimbursement: If the maker of the item was reimbursed for the price of materials only, the Fair Market Value (FMV) of the finished object is either;
 - The total cost of the supplies used to make the object;
 - The selling price of the finished item as it would be sold by the maker as part of a business venture; or
 - The value established by an independent appraiser not in the SCA.
 - Donation: For a donated item, the FMV is determined either by the donor, or by the value established by an independent appraiser not in the SCA. Because we can only transfer assets to other 501(c)(3) organizations, once an item has been donated it shouldn't be returned as the donor likely isn't a 501(c)(3) organization. Receipts should be given for all donations so the donor may claim it on their taxes.

Typical payment arrangements for purchases are 50% down, 50% upon delivery. If the bid is broken down by materials full receipts must be provided before final payment will be released.

Royal Regalia Commission

The Commission is comprised of the following:

Crown
 Heirs (if applicable)
 Kingdom Exchequer
 Royal Chamberlain
 Kingdom Arts & Sciences Minister

The Royal Regalia Commission is responsible for approving additions to or disposal of Royal Regalia. The Commission is encouraged to seek the advice of the Kingdom Arts & Sciences Champion and the Ladies of the Rose and Valorous Estate on these matters.

Asset Disposal

If the Financial Committee decides to dispose of an item the following options are available:

- a) If the asset is in good repair but not actively used the Financial Committee should consider sending it to Pennsic for on-site storage and use (dependant on permanent Pennsic storage);
- b) Return the item to the original artist or donor;

- c) Auction off the item with all proceeds to be allocated to the Chamberlain fund within the Kingdom accounts. (Note: Items with the Crown and/or Kingdom arms may not be used by the populace. Those items must be modified to remove the arms or be disposed of in another manner.);
- d) Retain item in storage for use in historical displays;
- e) Recycle/dispose of the item in a manner consistent with mundane law and practices.

Items valued over \$500 are not to be removed from the inventory list until the Kingdom Exchequer is aware of the removal and the item is no longer physically in Kingdom possession.

Kingdom Teamster

The Crown and Curia of An Tir have created the office of Kingdom Teamster. This is a Lesser Office of the Kingdom, reporting to the Kingdom Chamberlain. Responsibilities include the following:

- Coordinate with the Crown, Kingdom Officers and event staff for the delivery of the trailer and inventory to the following events:
 - May Crown, An Tir / West War, July Coronation, September Crown and 12th Night as needed
 - Additionally, the Teamster may be asked to transport the trailer to other events as the Crown requires
- Must have a secure off-street location to park the trailer.
- Must be able to dry and repack Kingdom pavilions if required after a wet event.
- Must be familiar with towing a trailer and the proper ways to balance loads.
- The tow vehicle needs to be half ton at a minimum, three-quarter ton is better, have a tow package with electronic brakes and a 10,000 pound tow capacity.
- Responsible for ensuring the trailer is serviced annually.
- Coordinate with the Kingdom Chamberlain for inventories and maintenance of inventory stored in the trailer.
- Make sure any replacement whether temporary or permanent is fully trained.
- To comply with Society rules on insurance, the Teamster, or anyone else towing the trailer, must be a current member of the Society.
- The driver must have a current license and the tow vehicle must have current registration and insurance.
- The driver must also be able to cross the US/Canadian border.

As compensation the Teamster will receive:

- Free entry into all events the trailer is required at;
- Reimbursement of gas receipts for travel to any events the trailer is required at.

This position requires proof of vehicle registration and insurance to be on file with the Kingdom Chamberlain's office.

Forms & Miscellaneous

Bid / Proposal Form

Person(s) Submitting Bid/Proposal:

Legal Name
SCA Name
Address
Phone Number
Email

Project Information:

Proposed Project
Project Description
Please state idea, construction information, materials to be used, functionality, durability, cleaning/repair instructions, etc. Preliminary sketches and/or documentation beneficial. Attach additional pages if necessary.

Financial Information: *(include line for descriptions)*

Materials Cost
Labor (if any)
Services
Other
Total Cost to Kingdom

Payment is to be ½ upon approval and ½ upon delivery of item and itemized receipts. If the project cost increases prior written approval must be provided by the Financial Committee.

Project Timeline:

Materials Purchase
Project Begin
Project 50%
Project Complete
Delivery Date

Signature / Date Lines:

Submitter
Royal Chamberlain
Kingdom Exchequer
Crown

The above named individual(s) hereby propose to supply all material and labor to be completed in a workmanlike manner. No construction of regalia should be undertaken without written confirmation from the Financial Committee approving the construction. Any regalia created without this prior written approval will be gratefully accepted as a donation the Kingdom. The Kingdom is not financially obligated to pay for regalia that it has not committed to in writing.

Please return completed form to the Royal Chamberlain

name
mailing address
chamberlain@antir.sca.org

A fully executed form will be returned to submitter with deposit before project is begun.

Sample Request for Proposal

Unto the Metal Artists of An Tir does Ula Brennasdottir, Kingdom Chamberlain send greetings.

At Twelfth Night in the Barony of Dragon's Laire, the Crown was presented with new winter cloaks by Dauphne Achaxe Ek Auchatae and we are in need of brooches to secure them. To that end, The Kingdom Regalia Committee, comprised of the Crown, the Kingdom Seneschal, the Kingdom Exchequer and myself, is soliciting bids based on the following specifications:

Design: The design of the brooches should correspond with the style of the cloaks and be in keeping the An Tir's Norse heritage. Please contact me for pictures of the cloaks for more reference if needed.

Materials: The brooches may be of any suitable material sturdy enough to support the cloaks, each weighing approximately six (6) pounds.

Timeline: Initial design drawings, materials specifications and competitive price bid must be submitted to the Kingdom Regalia Committee by July Coronation 2006.

The Kingdom Regalia Committee will review all bids received and make a decision by September Crown 2006.

Completed brooches are to be delivered to the Crown by Twelfth Night 2007.

Should you have any questions or if you are interested in submitting a bid, please contact me via email at chamberlain@antir.sca.org or via phone at 555-222-1234.

In service to Crown and Kingdom,

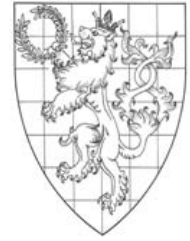
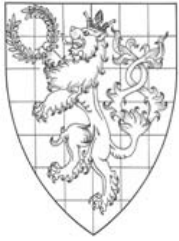
HL Ula Brennasdottir
An Tir Royal Chamberlain

Regalia List for the King & Queen of An Tir

Amount	Description	Donated By	Value Each	Value Total	Notes	Year Donated	Location
Clothing and Jewelry							
2	Crowns, Bronze & Silver cast & riveted with Garnets & Amethyst	Torgul Steingrimson	\$1,200	\$2,400	cleaned 4/07		with TRM
Champion's Regalia							
Armored Combat							
1	Winter Cloak						w/ Champion
1	Sword of State w/baldric&belt						w/ Champion
Fighting Equipment							
1	King's Tabard	?			"skinny King"		with TRM
1	King's Tabard	Khalja	\$45	\$45	"hefty King"	2002	in tabard box
Baldrics							
7	Trigger chequy w/black backing	Khalja & Achaxe	\$15	\$45	was 12 - several lost over the years		tabard box
Banners & Standards							
2	Court Banners sturdy cotton	Achaxe	\$300	\$600			with TRM
2	Prince & Princes Banners	Elizabeth Braidwood					in P & P box w/ TRM
1	14' long real Silk pennon	?			really nice - clearly not intended for field use		in tabard box
1	14' long war banner (ripstop)						in tabard box
1	arms swag				swag with Kingdom arms in center and personal arms		w/ Ula for repair
Thrones & Trunks							
2	Thrones (King & Queen) box style - Oak	Riger	\$1,000	\$2,000	needs repair/refurbishment		trailer
2	Thrones (King & Queen) travelling	Alfric Rolfson	\$200	\$400		2006	in padded black bags with tools & instructions

Example Inventory

Property Loan Agreement



Kingdom Of An Tir
Personal Property Loan Agreement

This agreement is entered into on ___ (date) ___ by and between THE KINGDOM OF AN TIR, hereinafter called the LENDER, and ___ (borrower modern name) ___ (known in the Society for Creative Anachronism as ___ (borrower SCA name) ___), hereinafter called BORROWER.

Whereas, the LENDER will loan certain items listed below, and BORROWER will use, exhibit, transport and maintain the items, the LENDER agrees to lend during the period _____, 20___, through _____, 20___, inclusive, the items listed below.

LOANED ITEMS

DESCRIPTION	VALUE	CONDITION ON TRANSFER

TERMS AND CONDITIONS OF LOAN

1. The borrower shall:
 - a. return the loan item(s) in like condition as received from Lender, normal wear and tear excepted, on or before the expiration date, unless the loan period is formally extended or the loan is terminated before the due date;
 - b. in case of loss or damage of the property loaned, reimburse Lender at the current price of replacement of repair;
 - c. assume all costs involved in preparation, handling, loaning, and transportation from or to the Lender;
 - d. agree to indemnify and hold harmless the Lender against any and all liability, loss, damages, claims and costs incidental hereto as a result of Borrower’s use or possession of the loaned property; and
 - e. use the loan property only for the purposes specified in this loan agreement.

2. The above property shall not be modified, loaned, or transferred to a third party without the written permission of the Lender.
3. The Borrower shall account for, or permit inspection of, the loaned property by the Lender after proper notification.
4. This is Kingdom of An Tir, Society for Creative Anachronism property. Title to the property is vested in and will remain with the Kingdom of An Tir and the property shall be used only for official purposes. The Lender reserves the right to cancel the loan or to recall the loaned property upon 30 days notice.

Approved By: _____
Signature of Authorized Lender Title Date

Accepted By: _____
Signature of Borrower Title Date

Borrower Contact Information

Address: _____

Phone: _____ Email: _____

This form is to be filed with the An Tir Kingdom Chamberlain with a copy to the Borrower.

An Tir Crown & Kingdom Pavilion Sizes

Pavilion	Width	Depth	W/Ropes	Notes
Kingdom (New 2008)	40 ft.	20 ft.	48' x 28'	
Kingdom (Old)	30 ft.	20 ft.	38' x 28'	
Seneschal	15 ft.	20 ft.	20' x 25'	size not confirmed
A&S	20 ft.	22 ft.	28' x 30'	
Waterbearer	10 ft.	14 ft.	18' x 22'	currently not usable
Lists	18 ft.	11 ft.	26' x 19'	
Heralds	10 ft.	15 ft.	18' x 23'	
Chirurgeon	10 ft.	23 ft.	18' x 31'	

Textile Laundering Instructions

Court Related Textiles:

All court related textiles (cloaks, banners, cushion covers, etc.) should be washed in the following manner:

- Hand wash or machine wash on gentle cycle in cold water;
- Use Woolite or other similar "for delicates" soap;
- Line or lay flat to dry.

War Related Textiles:

Most items used on the war field (fighting tabards and banners) should be washed in the following manner:

- Machine wash on regular cycle in warm water;
- Apply Spray & Wash to stains prior to washing;
- Use a combination of Arm & Hammer laundry detergent and Oxyclean;
- Tumble dry on low

Painted Textiles:

There are some painted banners and war items (shield cover, pike pennants). These should not be washed unless absolutely necessary and in the following manner:

- Hand wash in cold water (outside with a hose works well);
- No detergent;
- Line dry

Metallic Item Cleaning

All metallic items should be cleaned by an experienced metal artist. For minor polishing between maintenance a soft polishing cloth should be used. Chemicals (Brasso, Tarnex, etc.) should NEVER be used.