

# **An Tir Crown & Kingdom Event Policy**

**Office of the Kingdom Seneschal  
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# Introduction

Crown and Kingdom level events constitute the major source of income to the Kingdom, which it uses to fund its activities. These include, but are not limited to, expenses of the Crown, the Crier, Royal Regalia, Royal Travel Fund and expenses incurred by Kingdom officers. A regular and predictable source of income is necessary in order to support the crown and Kingdom Level events. Procedures regarding these events need to be based on Kingdom wide policies, which fairly, consistently and predictably produce income for the Kingdom. The purpose of this policy is to set forth and clarify procedures regarding bid submission, event management and reporting of Crown and Kingdom events. This is the current version of the An Tir Crown and Kingdom Event Policy and all earlier versions are repealed.

This Crown and Kingdom Event Policy is to serve as an addendum to the requirements set forth by the Society for Creative Anachronism, Inc. Financial Policy, Corpora and By Laws, An Tir Kingdom Law and Financial Policy.

An Tir's Crown and Kingdom Event Policy should be revised whenever changes in modern law, the SCA's governing documents and policies, the needs of the Kingdom, or agreement between the An Tir Council of the Exchequer and the Kingdom Seneschal so require.

Publication of the Crown and Kingdom Events Policy shall occur concurrently with the Administrative issue of Kingdom Law. Additionally, the most current version shall be available in electronic format on the official Kingdom of An Tir website. It is suggested that all branches maintain a copy of this document with their official document library.

## 1. General

This Event Policy applies equally to all Crown and Kingdom events as defined in An Tir Kingdom Law.

As stated in Kingdom Law, Article V.B.1(a) and (b)

Crown events are:

12th Night	2nd weekend in January
May Crown	3rd weekend of May
July Coronation	3rd weekend of July
September Crown	Labor Day weekend

Kingdom Events are:

A&S/Bardic Championships	1st weekend of March
Spring Crown Council	As proclaimed by Their Majesties
An Tir/West War	4th of July weekend
Kingdom Feast	Mid October of Even Numbered Years (Flexible)
Collegium/Fall Crown Council	2nd Weekend in November

The Kingdom Seneschal has ultimate authority and responsibility for Crown and Kingdom events, as defined by the SCA's governing documents and Kingdom Law. The office of the Kingdom Seneschal may choose to delegate the day-to-day responsibility for overseeing its interest in Crown and Kingdom events to a designated representative.

All Crown and Kingdom events must be registered with the Kingdom Calendar by using the most current Event Information Form, as required by Kingdom Law. This should be completed upon approval of the bid.

All Crown and Kingdom events must have copy published in the Crier, and on the Kingdom website, for the duration of not less than two months prior to the event.

All Crown events will be a minimum of two days in duration, as required by Kingdom Law. All Event Stewards should familiarize themselves with Kingdom Law before the bid process.

## 2. Sponsoring Branch

Any Society branch in good standing, within the boundaries of the Kingdom of An Tir, may bid on any An Tir Crown or Kingdom Event.

Branches are encouraged, if they so desire, to combine resources with their neighboring branches to submit a co-sponsored event bid. The office of the Kingdom Seneschal is available to assist in locating other branches willing to offer additional resources such as a suitable site, experienced Event Stewards or additional staff.

The acceptance of an event bid signals that the sponsoring branch agrees to be governed by this policy document and all applicable modern, society and kingdom laws. It also signals an agreement to the fiscal responsibilities inherent in the management of the event budget as proposed in the event bid.

The sponsoring branch recognizes that it is responsible for ensuring the success of the event and agrees that it will notify the Office of the Kingdom Seneschal immediately if it feels that anything threatens that success, i.e. loss of site, contract issues etc.

## 3. Event Steward

The proposed Event Steward shall be a member in good standing with the Society of Creative Anachronism and must maintain their membership until the close of the event. This will provide an additional level of insurance coverage under the SCA's Officers and Directors policy. Event Stewards must have access (either directly or through a deputy) to the Internet and email, as a large portion of communication with Kingdom and the populace is accomplished in this medium.

The proposed Event Steward shall be selected and confirmed by the sponsoring branch as an acceptable representative of the branch. The Council of the Exchequer shall confirm the acceptability of the proposed Event Steward when they accept the Event Bid. Previous experience with event management shall be considered valid criteria when reviewing the qualifications of a proposed Event Steward.

Should the proposed Event Steward lack sufficient experience, the Kingdom Seneschal may require the sponsoring branch to supply a consulting Event Steward. The proposed consulting Event Steward shall be subject to the same requirements as the proposed Event Steward.

The Event Steward must agree to have their name, phone number and address published in the appropriate corporate publications and on the web as necessary. The Event Steward must further agree to be available to promptly answer questions from the populace as a result of the publication of this information. The responsibility to answer questions from the public may be partially delegated to a staff member if necessary.

Should any circumstance occur that renders the Event Steward unable to complete the successful managing of the event, the Event Steward agrees to notify the sponsoring branch seneschal and the office of the Kingdom Seneschal immediately.

The acceptance of an event bid verifies that Event Steward's agreement to be governed by this policy document and all applicable modern, society and Kingdom Laws. It also signals an agreement to the fiscal responsibilities inherent in the management of the event budget as proposed in the event bid.

## 4. Bid

The proposed Event Steward and the sponsoring branch shall complete the official Crown and Kingdom Event Bid form in its entirety including the event budget form which is attached to the bid form. Assistance in completing the form is available through the Office of the Kingdom Seneschal. The branch is encouraged, but not required, to submit additional media with their Event Bid such as photographs, diagrams or video of the site, the SCA and modern resume of the proposed Event Steward or any other item that will enhance the attractiveness of their Event Bid. Event Bids that are not complete shall be returned to the sponsoring branch without further consideration until the form has been resubmitted.

The proposed Event Steward will make a brief presentation of their bid to the council of the Exchequer during the Financial Meeting and Curia Meeting at a Crown or Kingdom event. The Events Team will notify the bidding Event Steward of the event at which their event will be discussed.

Electronic Copies of the completed Event Bids should be sent to each member of the Council of the Exchequer (see glossary). Names and addresses are located in the most current version of the Crier.

The Council of the Exchequer should receive event Bids one year in advance of the event, but not less than six months. See preferred bid schedule.

## 5. Bid Review

The Council of the Exchequer will review bids for Crown and Kingdom events. Official decisions by the Council of the Exchequer require approval by all members of the Council in accordance with Kingdom Financial Policy. Bid review and discussion may be accomplished via phone, email or face-to-face conversation.

The Kingdom Minister for Arts and Sciences, or their designated deputy, shall be consulted regarding bids for Kingdom Arts and Sciences/Bardic Championship.

Acceptance of Crown and Kingdom events will occur as defined in An Tir Kingdom Law. Seasonal changes in weather and travel conditions shall be valid considerations in reviewing all bids. An effort will be made to locate events fairly throughout the Kingdom of An Tir.

Once a bid has been selected, the office of the Kingdom Seneschal will notify, as soon as possible, all branches involved in the process with that decision.

## 6. Reporting

Event Stewards are required to report not less than monthly, in writing, to the Kingdom Seneschal and Kingdom Exchequer, or their designated deputies. The purpose of this reporting is not to place an onerous burden on the Event Steward, but to ensure that the Kingdom officers with ultimate responsibility for the event are kept informed of all relevant decisions, problems or actions. If the Event Steward is already reporting monthly to the sponsoring branch, a copy of this report will likely be sufficient. Event Stewards that fail to report monthly, and fail to respond to requests for their report will trigger a discussion about their suitability as Event Steward, and may have their warrant revoked. Event Stewards should make an effort to write reports that are as comprehensive as possible. The report should use the event report form available on the Kingdom website. Monthly reports will be accepted by email. The Kingdom Event Deputy will respond that the report has been received.

Event Stewards are required to report in person, at each Curia meeting held during Crown events after their event bid has been selected and until the final event report has been accepted. If the Event Steward is unable to attend the Crown event or the Curia meeting, arrangements may be made in advance with the office of the Kingdom Seneschal to send a fully informed deputy in their place.

In case of urgent issues, the Event Steward is required to contact the Kingdom Seneschal immediately by whatever means necessary. Contact information is located in the Crier.

All Non Member Registration Fees must be sent to the Non-Member Surcharge Deputy and postmarked no later than 10 business days after the close of the event. The Event Steward will send an email notifying the NMR Deputy the check has been mailed and will include the dollar amount of the fees being mailed. All final reports for Crown or Kingdom Events must be sent to the Kingdom Exchequer within 30 days after the close of the event. The Kingdom Exchequer will send a receipt notifying it has been timely received.

## 7. Finances

Finances for Crown and Kingdom Events are subject to An Tir's Financial Policy.

Once approved as part of an event bid, the budget is binding upon the Event Steward. The Event Steward may exceed the budget by up to 10% on their own authority but must be prepared to show why the extra expenses were justified to the Council of the Exchequer. Expenses that exceed the budget by 10% must secure prior approval by the Council of the Exchequer.

The sponsoring branch may provide funds for events they sponsor. In the event that the branch is unable to do so, they may request financial assistance from the Kingdom. Funds transferred from the Kingdom or from another branch are to be treated as a loan that is to be returned to the loaning branch, not as income. For both An Tir West War and Kingdom Feast a separate Kingdom account exists for funding the event. Funding should not be considered an impediment to submitting a bid, when experience and enthusiasm exist.

As specified in Kingdom Law Article V.B.6 1 and 2, the host group may retain forty percent of the profit from a Crown or Kingdom Event, provided all final reports, receipts and the remaining sixty percent have been sent to the Kingdom Exchequer within thirty days after the event.

If the final report and all funds are returned after thirty days; then only 10 percent of the profit may be retained by the hosting group, and the remaining ninety percent is to be sent to the Kingdom Exchequer.

If it is the wish of the host group, they may donate some portion of their share to the Kingdom.

Profit from an event is defined as: All income generated by the event, including all gate & merchants' fees minus Expenses for fees or materials consumed as a direct result of the event. Permanent improvements to the event site, such as the water supply or road improvements are not an allowable expense.

## 8. Contracts

The Kingdom Seneschal must review all contracts prior to being signed by the Event Steward or Seneschal. Event Stewards should avoid contracts that include discounts or additional benefits to event attendance.

8.1 Performance Clauses. The Office of the Seneschal will not sign any contracts which indicate a performance clause on behalf of the Kingdom. See Glossary for definition of a performance clause.

## 9. Dismissal

The decision to dismiss a Crown or Kingdom event Event Steward resides solely within the discretion of the Kingdom Seneschal.

Criteria for the dismissal of the event Event Steward may include:

Failure to comply with modern, society or kingdom law

Failure to report in a timely manner or as required

Inability to work effectively with the Kingdom or branch officers

Failure to manage funds responsibly

Other determination by the Kingdom Seneschal that the success of the event is endangered

In the event that some or all of these criteria are met, the Kingdom Seneschal shall first work with the Sponsoring Branch officials to resolve these issues satisfactorily. If all possible avenues have been explored without positive result, then the Kingdom Seneschal shall dismiss the event Event Steward and take steps to find a suitable replacement.

The steps the Kingdom Seneschal will take to locate a replacement Event Steward shall be to first work with the sponsoring branch to select a replacement Event Steward, agreeable to both parties, from among the branch membership. Should a suitable candidate be unavailable or unacceptable from the sponsoring branch membership, the Office of the Kingdom Seneschal shall appoint a replacement Event Steward and the sponsoring branch must agree to fully cooperate and assist this person in completing the event.

# 10. Glossary of Terms

Event Steward – The person in charge of organizing an event, may also be called event manager, event steward or event coordinator. An SCA usage

Chancellor of the Exchequer – The chief financial officer of the Crown

Consulting Event Steward – A person, with a high level of experience organizing successful events, assigned to mentor an Event Steward of a less experienced level

Council of the Exchequer – The Crown, Kingdom Seneschal, and the Chancellor of the Exchequer, or their designated representatives, acceptable to the Crown

Crier – The Kingdom of An Tir Newsletter

Crown – The King and Queen of An Tir, acting together

Crown Event – The two Crown tournaments and two Coronations

Curia – A council of officers and Crown advisors meeting to assist in administering the Kingdom Exchequer – See Chancellor of the Exchequer

Event Bid – A written offer to host an SCA event Event Proposal – See Event Bid

Financial Committee – See Council of the Exchequer

Kingdom Event – Interkingdom Wars, Kingdom Arts & Sciences/Bardic Championship, Crown Councils, Kingdom Feast and Collegium

Member – Paid member of the Society for Creative Anachronism, Inc.

Performance Clause- Example: If you don't rent 500 rooms you would be held liable for a certain sum to the hotel. (Usually in the \$10,000 range)

SCA – Society of Creative Anachronism, Inc.

Seneschal – The chief administrative officer of the Crown and the principal legal representative of the Society within this Kingdom

Site Fee – A fixed sum charged for entry into an event determined by precedent