

# **AN TIR**

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# **CROWN & KINGDOM EVENT POLICY**

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**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 This is the current version of the An Tir Crown and Kingdom Event Policy and all earlier versions are repealed.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 concurrent 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:**

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

### **Kingdom Events are:**

Inter-kingdom Wars - An Tir/West War	4 <sup>th</sup> of July weekend
Arts & Sciences Championship	1 <sup>st</sup> weekend of March
Kingdom Bardic Championship	4 <sup>th</sup> weekend of September
Spring and Fall Crown Council	As proclaimed by Their Majesties

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 Autocrats 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 autocrats 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. AUTOCRAT

The proposed autocrat 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. Autocrats 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 autocrat 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 autocrat when they accept the Event Bid. Previous experience with event management shall be considered valid criteria when reviewing the qualifications of a proposed autocrat.

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

The autocrat must agree to have their name, phone number and address published in the appropriate corporate publications and on the web as necessary. The autocrat 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 autocrat unable to complete the successful managing of the event, the autocrat agrees to notify the sponsoring branch seneschal and the office of the Kingdom Seneschal **IMMEDIATELY**.

The acceptance of an event bid verifies that autocrat'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 autocrat and the sponsoring branch shall complete the official **Crown and Kingdom Event Bid form** in its entirety including the new 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 autocrat or any other item that will enhance the attractiveness of their Event Bid. Branches may make a brief presentation of their bid to the council of the Exchequer. This should be scheduled at an event where the entire Council will be present.

Event Bids that are not complete shall be returned to the sponsoring branch without further consideration until the form has been resubmitted.

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.

## 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 Championship.

The Kingdom Bardic Deputy, or their designated deputy, shall be consulted regarding bids for Kingdom 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

Autocrats 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 Autocrat, 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 Autocrat is already reporting monthly to the sponsoring branch, a copy of this report will likely be sufficient. Autocrats that fail to report monthly, and fail to respond to requests for their report will trigger a discussion about their suitability as Autocrat, and may have their warrant revoked.

Autocrats should make an effort to write reports that are as comprehensive as possible. At minimum, the report should include a status of the event to date, any changes, additions or deletions, requests for additional finances or information, any problems encountered and a comparison of budget to actual expenses to date.

Monthly reports will be accepted by email or regular postal mail, with email being the preferred medium. The Kingdom Event Deputy will respond that the report has been received.

Autocrats are required to report in person at each Curia meeting held at Crown events after their event bid has been selected and until the final event report has been accepted. If the autocrat 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 either submit a written report or to send a fully informed deputy in their place.

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

All final reports for Crown or Kingdom Events must be sent to the Kingdom Exchequer within 60 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 autocrat. The autocrat 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. 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 twenty-five percent of the profit from a Crown or Kingdom Event, provided all final reports, receipts and the remaining seventy-five 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 contracts with significant financial obligation prior to being signed by the Autocrat or Seneschal. Autocrats should avoid contracts that the 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 autocrat resides solely within the discretion of the Kingdom Seneschal.

Criteria for the dismissal of the event autocrat 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 autocrat and take steps to find a suitable replacement.

The steps the Kingdom Seneschal will take to locate a replacement autocrat shall be to first work with the sponsoring branch to select a replacement autocrat, 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 autocrat and the sponsoring branch must agree to fully cooperate and assist this person in completing the event.

## 10. GLOSSARY OF TERMS

**Autocrat** – 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 Autocrat** – A person, with a high level of experience organizing successful events, assigned to mentor an autocrat 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 Championship, Kingdom Bardic Championship and Crown Councils.

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

**Performance Clause** – If certain conditions are met getting a discount on rooms. i.e. Renting 500 rooms means you do not have to pay for conference rooms. 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.