

Kingdom of Northshield



Marshals Administration Handbook

November 2008 Edition

This handbook is to be used in addition to the Society Marshal's Handbook for a full understanding of the function and authority of the marshallate in Northshield. The rules and descriptions listed below are an elaboration of the Society Marshal rules. The spirit and intent of the rules are to remain consistent with those of the Society.

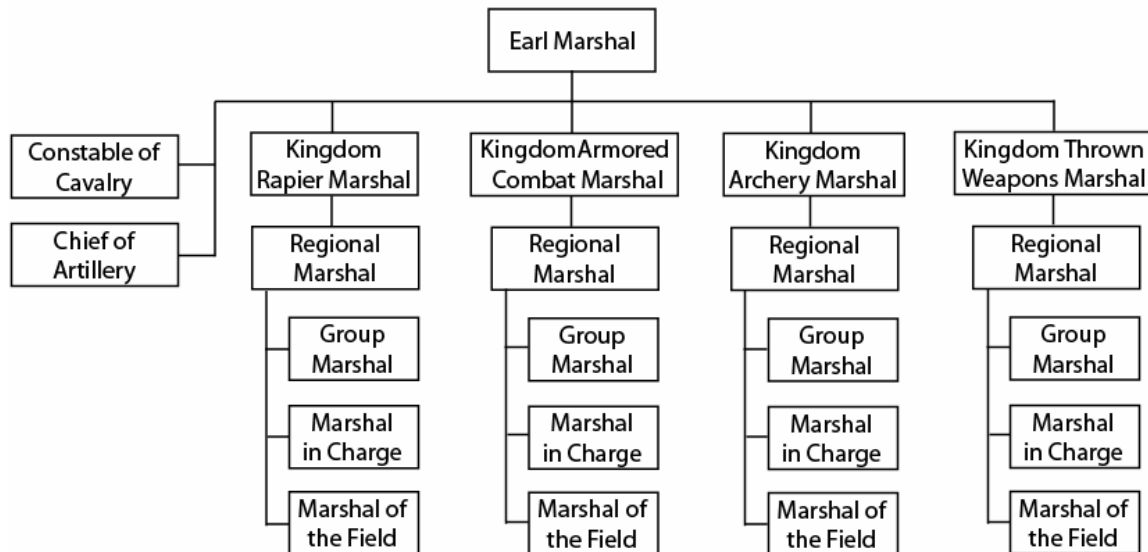
1. Marshal Responsibilities and Chain of Authority

All Warranted Marshals are recognized as officers of the SCA, Inc. and are personal representatives of the Kingdom Earl Marshal and, ultimately, the Crown.

Marshals are the final authority for the martial activity under their control. They decide if, when and how the activity takes place, ensuring all activities are administered safely for participants and spectators, and are within the rules of the Society and Kingdom of Northshield. No other officers or nobles of the SCA, Inc. can interfere with or overrule a marshal in performance of their duties.

The Marshal in Charge of an event bears direct responsibility for the martial activities and has absolute authority over them, which is not to be taken lightly.

The diagram below illustrates the fundamental structure of the marshallate and chain of authority. Group Marshals, Marshals in Charge, and Marshals of the Field report to their Regional Marshals. Regional Marshals report to the appropriate Deputy Marshal (rapier, archery, armored combat, thrown weapons), each of whom in turn report to the Earl Marshal. The Earl Marshal reports to both the Crown and the Society Marshal.



For tournament combat, one marshal is the Presiding Marshal and is supported by one or more Warranted Marshals or MITs. The Presiding Marshal has the final authority over that list. The Presiding Marshal's duty is to assist the combatants in staying within the rules of combat and helping resolve any questions or misunderstandings that may arise.

2. Authorizations

A. Age Requirements

1. At age 16, participants may begin training with and authorize in single armored combat. For 16-18 year old armored combatants, additional armor standards are required. See the Armor Requirements section in the Northshield Armored Combat Handbook for specifics.
2. At age 14, participants may authorize in rapier combat, and only engage in single rapier combat against other minors or Warranted Marshals.

B. All warranted marshals are responsible for making sure every combatant they authorize demonstrates:

1. They have signed the SCA waiver, and filled out the appropriate authorization paperwork.
2. They have read and understand the rules of the lists of the SCA and Northshield.
3. They can participate safely, to both themselves and others, and operate within the rules.
4. They are in control of themselves and the power they deliver.
5. They have sufficient physical capability to engage in SCA combat activities. This includes being able to maintain an extended fight for several minutes without losing either their defense or control of their offense.
6. They behave in a chivalrous manner, showing due respect to the Crown, the marshals, and their opponents.
7. They have practiced with the form prior to authorizing, consisting of at least a minimum of two practices. Often times, more than twice is necessary but this should be the bare minimum.

For all authorizations beyond the initial or basic authorization, they must demonstrate:

8. An understanding of the weapons form they are authorizing with. Merely being safe is not sufficient, they must demonstrate familiarity and basic competence with the weapons form.

C. Refer to the SCA Marshals Handbook, section XIII. Combat Authorization Procedures for an example. The process is similar for Rapier Authorizations. Please note that a member of the Chivalry is required by this process. If a member of the Chivalry is not available, another Warranted Marshal is acceptable.

D. Out of kingdom authorization cards are to be honored, provided they are valid. If a combatant has moved to Northshield, they should familiarize themselves with the rules of combat for Northshield, and send a copy of their authorization card to the Clerk of the Roster along with their contact information for a Northshield authorization card. Transfers into Northshield from another kingdom with no equivalent authorization will be reviewed by the Earl Marshal or designate on a case-by-case basis.

3. Marshals in Charge

A. A marshal who oversees the fighting at an event is a Marshal in Charge (MICs). There is only one MIC for an event, although an MIC can have assistants, even ones whom oversee a

tournament or activity. The MIC has full authority over the fighting activities at that event, and is the final authority in resolving issues or disputes. A decision made by a MIC may be appealed to the Regional or Deputy Marshal, Earl Marshal, or Crown (in that order).

B. The responsibilities of a Marshal in Charge are:

1. Plan and execute combat activities for the enjoyment of the participants.
2. Provide a safe environment for the combat activities, for both participants and spectators.
3. Ensure that the rules of combat for the SCA and Northshield are enforced. This includes equipment inspection.
4. Provide these reports of the combat activities to their Regional or Deputy marshal within one week of the event:
 - a. Event Report
 - b. List of Marshals
 - c. List of Participants
 - d. Roster Waiver
 - e. Incident Report (if necessary, and reported within 48 hours to RM/DM/EM)

4. Group Marshals

A. Group Marshals (GMs) play a very important role in the SCA's combat activities. They oversee training, especially for beginners and new incoming people to SCA combat. Often, the GM is the first impression a new prospective fighter gets of SCA fighting culture.

B. The responsibilities of a Group Marshal are:

1. Provide a consistent and reliable contact for fighting in your group.
2. Work to establish and maintain a fighting practice for your group, and provide a presence there.
3. Assist newer fighters with understanding the rules of combat.
4. Help train new fighters, including overseeing their training by other experienced individuals.
5. Help fighters with getting their armor and equipment together. This can include introducing them to local armorers, helping them find equipment to purchase, advising them about armor or weapon construction, informing them of local places to purchase items they will need, etc.
6. Keep a roster waiver at each practice, and require any participants who do not have a waiver already on file to sign it. These waivers are to be submitted quarterly.
7. Report to their Regional or Deputy Marshal on a quarterly basis.
8. Submit an incident report, if necessary, for any practice they oversee.

C. Group Marshals in Training (GMITs) are marshals who are learning by gaining experience and training to fulfill marshallate duties. GMITs serve groups when a fully Warranted Marshal is not available to serve the group as Group Marshal. Group Marshals in Training have all the responsibilities of a Group Marshal, except authorizing combatants. GMITs must work with their Regional or Deputy Marshal to fulfill the requirements for becoming a Warranted Marshal.

5. Marshals of the Field

A. Marshals of the Field (MOF) and all Warranted Marshals who are not Group Marshals, Regional or Deputy Marshals.

B. Marshals of the Field are expected to:

1. Help authorize new combatants at events.
2. Marshal tournaments and melees.
3. Assist their Group Marshal in training fighters.

C. Marshals of the Field should remain active both as marshals and participants. A Marshal of the Field is expected to participate in marshaling duties a minimum of twice per year. Their warrant may be expired if this requirement is not met.

D. Members of the Chivalry are Warranted Marshals of the Field, and are not subject to expiration.

6. Regional Marshals and Deputy Marshals

A. Regional Marshals (RMs) responsibilities are:

1. See that groups within their region submit their quarterly and event reports.
2. Receive applications for Marshals in Training, and oversee their MIT process. See Section 8 for full details on the Marshal in Training process.
3. Act as the first step in the chain of authority for an appeal of a decision by an MIC or Group Marshal.

B. Deputy Marshals (DMs) have responsibilities reflecting their offices, and each reports to the Earl Marshal. These include: Kingdom Armored Combat Marshal, Kingdom Rapier Marshal, Kingdom Archer General, Constable of the Cavalry, Chief of Artillery, Kingdom Thrown Weapon Marshal, and the Clerk of the Roster.

7. Reporting Requirements and Schedule

A. Quarterly Reports

Quarterly reports must be submitted online at northshield.scamarshal.org. If you are a Group Marshal, you will need to send your collected rosters to the Kingdom Waiver Secretary.

Office	Deadline
Group marshals and GMITs	Mar 1, Jun 1, Sep 1
MITs	Jun 1
Rapier MITs	Apr 25
Regional Marshals	Mar 5, Jun 5, Sep 5
Deputy Marshals	Mar 10, Jun 10, Sep 10

B. Domesday Report

Domesday reports must be submitted online at northshield.scamarshal.org. If you are a Group Marshal, you will need to send your collected rosters to the Kingdom Waiver Secretary.

Office	Deadline
Group marshals and GMITs	Dec 1
MITs	Jun 1
Regional Marshals	Dec 1
Deputy Marshals	Dec 10

C. Incident Reports should be filed within 48 hours, directly to all marshals above you in the chain of authority (Regional Marshal and Earl Marshal, and possibly Deputy Marshal).

8. Marshal in Training Procedure

A. Marshals in Training (MITs) are marshals who are learning everything they will need to know about being a warranted marshal, both in book knowledge and hands on experience. They are expected to be fully read on the rules of combat of the SCA and the combat rules and conventions of Northshield. They should apply to their RM or DM when they can fulfill the prerequisites below and are ready to take on the duties and responsibilities of a Warranted Marshal.

B. Prerequisites for Marshals in Training. Before becoming a Marshal in Training, candidates must fulfill the following requirements:

1. Must be at least 18 years old.
2. Must be a paid member of the SCA.
3. Must be an authorized combatant for at least three years. For target archery, must have one year archery field or similar experience.
4. Must be authorized in:
 - a. For armored combat or rapier: at least 3 styles of weapons
 - b. For equestrian: have ridden at least three times as an advanced rider.
4. Must be a paid member of the SCA, Inc.

C. After meeting the above requirements:

1. The candidate requests MIT status from the Regional Marshal or Deputy Marshal of the activity.
2. The RM or DM may waive or modify any of the above requirements on a case-by-case basis, at their discretion.
3. Upon approval, the RM or DM will confirm candidate's MIT status and prescribe a process by which the candidate will learn and fulfill the requirements for warranting as listed below.
4. For target archery, the MIT must pass a test administered by the Archer General or Regional Marshal.

5. When the RM or DM is satisfied that the candidate has fulfilled the requirements for warranting, they will submit the candidate's name and information to the Earl Marshal for warranting by the Crown.

D. Requirements for Warranting

To become warranted, MITs must demonstrate that they (subject to the applicability of each martial discipline):

1. Know and understand the armor and weapons conventions, as well as the conventions of combat, of the Society and the Kingdom of Northshield.
2. Can effectively inspect armor, weapons, and/or equipment.
3. Understand all the necessary paperwork requirements for running for their martial activity at an event.
4. Can effectively marshal both tournament and melee combat. It is strongly preferred (although not necessary) that the MIT participate in marshaling larger melees, such as those at interkingdom wars. These larger melees provide a unique experience that is invaluable to a marshal.
5. Can effectively and accurately judge the skill level of authorizing participants. This must include advanced authorizations and the additional skill required. It is preferred (although not required) for an MIT to have all authorizations so that their authorization authority will not be limited.
6. For Rapier: Can effectively and accurately perform a drop-test as well as perform the "Four Thrust Test" for armor testing.
7. Understand a marshal's court, and are familiar with common methods of dealing with issues on the field. The full authority of a warranted marshal, including its limits, must be understood.
8. Understand the full chain of marshal authority. This chain of authority must be understood all the way up from the Marshals on the Field to the Earl Marshal and the Crown. This includes the procedure for appeals, should an appeal be made.
9. Can maintain a courteous and professional manner, especially under pressure.
10. Prove acceptable to two senior sponsoring warranted marshals (for armored combat, one of these must be a member of the Chivalry). For target archery, the MIT must pass a test administered by a Regional Archery Marshal assisted by a Warranted Marshal and a senior archer (if available and if not, another Warranted Marshal will do.). This test consists of the MIT running at least one shoot or one event, at the discretion of the RM.

Upon the agreement of two recommending marshals, their RM or DM will submit the MITs name, contact and membership information to the Earl Marshal for approval by the Crown.

E. Training

The RM or DM will use a brief interview to assess each MIT candidate based on their experience, judgment, professionalism, and familiarity with the rules, policies and practices of marshaling. Then they will assign appropriate training in order for the candidate to build the skills and knowledge to fulfill the requirements listed above.

Candidates may be assigned to working at events to gain the required skills and knowledge. Working at events should be done in earnest, with MITs participating in helping with:

marshaling melees and tournaments, inspecting armor and weapons, observing authorizations, and field setup and teardown. MITs will receive guidance from the marshals in the course of those duties.

For target archery training, the MIT must have at least 3 practices, one of which should be an event, to learn about range setup and tear downs, bow and arrow inspections, running of the line and the paper work that is to be filed from an event. All of these activities must be under the supervision of a Warranted Marshal. It is strongly suggested to also take a first aid course and run the line with children.

F. Mentors

Mentors can be assigned to an MIT, based on the discretion of the RM or DM. The guidelines and responsibilities for mentors are:

1. Mentors are senior warranted marshals who the MIT and their RM or DM have agreed upon to oversee the training of the MIT. The mentor must also agree to serve as mentor to the MIT.
2. Mentor duties include:
 - a. Provide guidance on how to get the experience to fulfill the requirements listed above.
 - b. Act as an advisor for the MIT(s) assigned to them.
3. Mentors must ensure that the MIT builds good judgment and sense when it comes to performing the duties of a warranted marshal.
4. If an MIT wishes to end their pursuit of their warrant or does not communicate with the mentor for a period of six months or so, the mentor will recommend to the RM or DM that the candidate's MIT status be removed.

9. Incident Procedures and Reports

A. Any marshal may need to preside over an unusual circumstance, such as an injury, resolve a dispute about the rules, or discipline a combatant. These are uncommon circumstances, but every marshal should be prepared and confident to handle them efficiently and in a professional manner.

B. Injuries must be handled responsibly. If there is any doubt or question about the severity of an injury, get the victim to professional medical attention immediately either by calling 911 or taking them to an emergency room. If a qualified medical professional or first responder is on hand, follow their advice for what to do. The injured person has the right to refuse care by anyone.

C. Dispute resolutions are, and should be, dealt with as quickly as possible. It may be resolving a misunderstanding with the rules, calibration, or behavior. Most disputes are easily resolved and should be done so without delay. Marshals should always be aware of the combatants and how a fight or melee is going to keep tempers cool and step in to resolve issues before they grow into bigger problems.

In single combats, the presiding marshal is the one responsible for making determinations in the case that the combatants cannot agree upon a resolution. This is a very unusual circumstance, and the presiding marshal has the authority to resolve the matter and may call for the bout (or set of bouts) to be refought from the beginning or call a fighter dead. It is much preferred to have the combatants refight and guide them through the matter. Only if they cannot do so is greater measure appropriate.

Any dispute that cannot be ascertained and/or resolved quickly should be dealt with at a marshals court, where time can be taken to investigate and resolve the matter. Marshals court is described below.

No reports are necessary for simple dispute resolutions. A marshal may submit an incident report if they feel it is necessary.

D. Marshals must sometimes discipline a combatant, and has full authority to do so in a fashion appropriate to the infraction. For example, a combatant in a melee loses his temper and starts behaving in an unchivalrous manner. A marshal has the authority to tell him to retire the field for an amount of time, get some water and cool down. If he does so, comes back and repeats his behavior, the marshal has the authority to make him sit out the battle.

If a combatant is proving to be a consistent or drastic problem, the Marshal in Charge has the authority to apply greater sanction, up to and including excusing the combatant from the rest of the combat activities for the day. In the case of a severe problem(s), the Marshal in Charge may recommend to the Regional Marshal, Deputy Marshal or Earl Marshal that the combatants authorization be suspended beyond the event itself. Such a determination should be as a result of a Marshal's Court, described below.

E. Marshal's Court is simply a more in depth dispute resolution, to be used when a matter requires a significant amount of investigation or attention.

A Marshal's Court is comprised of:

- The Marshal in Charge (for the event) or Group Marshal (of the practice).
- At least one (preferably two) senior marshals. If a matter of armored combat, a member of the Chivalry should be included as one of these.
- Any parties involved in the dispute.
- Any witnesses which can provide a description of the events in question.

The MIC/GM presides over the Marshal's Court to ascertain what happened and where the dispute or rule infractions lie. The MIC/GM, along with the senior marshals present are to gather information from all the parties and agree upon a solution to the issue, including any disciplinary measures which are appropriate.

If any party feels the solution is unjust or against the rules, an appeal can be made to the next higher marshal in the chain of authority. This will usually be a Regional Marshal or Deputy Marshal. The appeal would be heard at a Court of Review, as listed below.

An Incident Report is required to be filed within 48 hours after a Marshal's Court. This report should comprise of:

- Names of all parties in attendance
- Summary of the dispute
- Description of the solution
- Any other pertinent information

This report must be filed online at northshield.scamarshal.org.

F. The Court of Review is the principle court of appeal, and is the last step prior to a kingdom Court of Chivalry. Courts of Review will be held, if necessary, at Crown Tourney, Warriors and Warlords, and a winter event chosen by the Court's members.

A Court of Review addresses:

- Appeals of Marshal's Court decisions
- Appeals of authorization suspensions and revocations
- Appeals of warrant suspensions and revocations

The Court of Review is comprised of:

- The Earl Marshal, or an assignee of the Earl Marshal, who presides.
- The Secretary of the Order of Chivalry, or the DM, as applicable. If the Secretary of the Order of Chivalry or DM is unavailable, an alternate member of the Chivalry or senior marshal is acceptable.
- A representative of the Crown.

Members of the Court of Review, officers or assignees, must not be one of the parties directly involved with the dispute.

Decisions of the Court of Review are reached by a majority of the Court's members.

All decisions of the Court of Review are considered final, but may be appealed to a Kingdom Court of Chivalry, subject to the provisions for those courts in Kingdom law and Corpora. Any decision of the Court of Review shall remain in effect as indicated unless reviewed and overturned or altered by a Kingdom Court of Chivalry, the Crown, the Society Marshal, or the Board of Directors of the SCA.

A report of the Court of Review's proceedings must be submitted to the Crown and Society Marshal. That report should comprise of:

- Names of all parties in attendance
- Minutes of the proceedings
- Description of the agreed upon decision or resolution
- Any other pertinent information

G. Kingdom Courts of Chivalry are defined by the Corpora of the Society and the laws of the Kingdom of Northshield.

10. Forms

Forms should be downloaded from northshield.scamarshal.org to ensure the most recent versions are used.