

MARSHAL FIELD DUTIES

(Extracted from "The MidRealm Armored Combat Fighter and Marshal Handboke, Ver 11.0 May, 2009)

REPORTS AND REPORTING

Writing reports is the most tedious and boring aspect of a Marshal's work. Nevertheless, reports are necessary because they give the Regional Deputy Marshals (and the Kingdom Earl Marshal) their chief indication of the affairs of the groups for which they are responsible. If reports are not submitted, the Regional Deputy Marshal has no idea whether the Marshal's job is being done properly. Non-reporting Marshals are removed promptly. Therefore, one of the first duties of the group or field Marshal is to find out the name and address of his/her superior officers (Kingdom Earl Marshal, Regional Deputy Marshal and Baronial Marshal, if any) and to know when reports are due. Marshals should keep file copies of all reports submitted. The standard report forms make this procedure easy if the basic instructions are followed in filling them out. It is not required to send these reports by registered post, except in special situations as indicated by the officer receiving your report. Currently it is required that all participants who are going to be in the Lists to have the appropriate participation or authorization card, membership card and present these to the List Table prior to entering the Lists.

Report Format and Required Information

1. General

- a. Name of reporting Marshal, (both mundane and SCA)
- b. Address and phone number of reporting Marshal
- c. Name of SCA, Inc group and mundane location
- d. Names, (modern and SCA), addresses, and phone numbers of all authorized and training to authorize combatants in the group.

2. Quarter Report Required Information

- a. Correctly filled Quarterly report form
 1. All changes in the local list of authorized combatants that occur in the last quarter. This includes new additions and those who have moved or left the SCA, additional advanced authorizations, and any change in the Group Knight's Marshal. Any combatant who has not participated in an official SCA, Inc fighting event in the last calendar year, or who quits the Society should be reported as inactive. If a combatant moves away, the name of his/her new group, if any, should be reported.
- b. Other descriptive information concerning training, problems, and injuries should be included on a separate sheet.
- c. Incipient groups must report every quarter even if there are no changes. Full status groups need only to report the changes that have occurred since their last report.

3. Domesday Report Required Information

Each Group Marshal is required to submit a copy of the Domesday report to the listed officers no later than December 1. The acceptable Domesday Report will cover the entire year's activity. It need not be long, just complete. Include the following information:

- a. Correctly filled out Quarter/Domesday report form
 - b. Complete and updated roster of combatants, including correct contact information
 - c. Brief summary of group events
 - d. Brief summary of net increase/decrease in combatant population
 - e. Brief summary of issues and concerns
4. Tourney report required information

4. Tournament Report Required Information

The Tournament report must be sent within a week of the event at which the tourney took place and shall be submitted using the standard forms for the appropriate information:

- a. Tourney Report
- b. Marshal's Sign up Sheet
- c. Combat Authorization Report
- d. List of Participants
- e. Incident Report (if needed)

5. Incident Report Required Information

- a. A separate incident report must be filed for each instance of an incident involving significant injury, unusual equipment failure or sanctions on combatants, Marshals or other participants.
- b. These must be verbally reported within 48 hours and a written report included with the tourney report. Preferably, injury reports should include copies of reports generated by the presiding Chirurgeon. However, if that report is not available, the Marshal-in-Charge is responsible for describing the nature of the injury and the circumstances under which the injury occurred.
- c. The report should be short and concise.

6. Authorization Forms and Reports

- a. The forms and report should be completed by the Marshal-in-Charge of the event and the whole individual authorization form given to the combatant along with their waiver before the end of the tournament. It is the responsibility of the combatant to send the paperwork to the Clerk of the Roster to get their authorization card.
- b. Authorization reports should be completed on the separate Summary authorization form and shall include all information required on the form. All information must be legible. Authorization cards are issued when the Clerk of the Roster has received both an authorization form and a completed Combat Waiver from the combatant.

Report Schedules

The following is considered the default schedule for reporting. NOTE: The Kingdom Earl Marshal reserves the right to change the schedule to meet the requirements of the Society Marshal. All Marshals are required to check the Middle Kingdom newsletter, the *Pale*, for changes to rules and reporting schedules.

Quarter Report:

Who	Deadline	To	Notes
GMIT	Mar 1, Jun 1, Sep 1	BGM/RDM	Copy to CR for changes
Local GM	Mar 1, Jun 1, Sep 1	BGM/RDM	Copy to CR for changes
Baronial GM	Mar 1, Jun 1, Sep 1	RDM	Copy to CR for changes
RDM	Mar 7, Jun 7, Sep 7	KRM	

Domesday Report:

Who	Deadline	To	Notes
GMIT	Dec 1	RDM/SEN/CR	Copy to CR for changes
MF/MIT	Dec 1	BGM/RDM	
Local GM	Dec 1	BGM/RDM /SEN/CR	Copy to CR for changes
Baronial GM	Dec 1	RDM /SEN/CR	Copy to CR for changes
RDM	Dec 7	KRM	

Tourney Report (includes authorizations summary):

Who	Deadline	To	Notes
MIC	1 Week	RDM / CR	

Incident Report:

Who	Deadline	To	Notes
MIC/Chirurg.	48 hours (verbal)	RDM/KCH/KRM/KEM	
MIC/Chirurg.	1 Week (written)	RDM/KCH/KRM/KEM	Include with tourney report

Authorization Form:

Who	Deadline	To	Notes
Combatant	45 days	CR	

KEY

KEM - Kingdom Earl Marshal	KRM - Kingdom Rapier Marshal
KCH - Kingdom Chirurgion	SEN - Seneschal
RDM - Regional Deputy Marshal	MIC - Marshal-in-Charge
BGM - Baronial Group Marshal	MF - Marshal of the Field
GM - Group Marshal	MIT - Marshal in Training
CR - Clerk of the Roster	GMIT - Group Marshal in Training

Authorization Cards and Waivers

1. All authorized combatants must obtain an authorization card that must be presented to the List Table or inspecting Marshals at official events before they can enter the Lists. Anyone who will enter the Lists as a participant (fighting in a tourney, sparring, helping with authorizations, marshalling, etc.) must go to the List Table and present their Authorization/Participation Card, their SCA, Inc membership card, and sign the appropriate participant's list and whatever other tourney Lists are requested. Persons other than combatants or marshals who must enter the Lists (e.g.: heralds, surgeons, water bearers) execute a waiver before participating at an official event.

2. While presenting paperwork at the List Table is the best solution and strongly encouraged, participants frequently misplace their cards. In order to facilitate maximum participation, marshals can verbally vouch for the authorization status of a participant, or the warrant of another marshal who has misplaced their card. Any warranted officer of the SCA, Inc may vouch for the membership status of a participant. Marshals and list officials are cautioned to report participants who appear to be taking advantage of this flexibility.

3. IF YOU DO NOT HAVE A CURRENT MEMBERSHIP AND AUTHORIZATION CARD, YOU CANNOT FIGHT - PER MIDDLE KINGDOM LAW.

4. The only exception is when you are authorizing or re-authorizing, which requires only a membership card.

5. Membership restriction per Article VII Authorization for Combat, Section 104 of Middle Kingdom Law: VII-104 - *Only persons who are Members of the SCA, Inc. may be a Middle Kingdom Authorized fighter. Any person not in possession of a blue membership card must execute a waiver before participating in combat at an SCA function.*

6. Out of Kingdom Authorizations

This law does not prohibit honoring out-of-kingdom authorizations, only that visitors who become permanent residents must become members if they wish to be authorized in the Middle Kingdom. Out-of-kingdom visitors may participate in Middle Kingdom martial activities upon showing proof of authorization, as applicable, and subject to the policies above. Again, Marshals and list officials are cautioned to report visitors who appear to be taking advantage of this flexibility. EXCEPTION: out of Kingdom fighters aged 16-17 are prohibited from fighting in the adult heavy combat lists of the MidRealm.

7. Out of kingdom authorization cards

Out of kingdom authorization cards will be honored until they expire in those situations where the participant has recently become a permanent resident of the MidRealm. The participant may then apply to the Regional Marshal for that activity for permission to directly transfer their authorizations to the closest MidRealm equivalents. The Regional Marshal will either approve the request on a case-by-case basis and forward to the Clerk of the Roster or direct the participant to re-authorize.