

FINANCIAL POLICIES OF THE KINGDOM OF NORTHSHIELD

These financial policies exist as an addendum to the Society Financial Policy, and shall be followed by each branch of the Kingdom of Northshield. These Policies may be changed at the discretion of the Chancellor of the Exchequer of the Kingdom of Northshield, with the concurrence of the Northshield Stallari Council, when necessary to avoid conflicts with Northshield Kingdom Law and the Policies and Directives established by the Board of Directors of the Society for Creative Anachronism, Inc. (SCA). Such policy changes shall be announced in the Kingdom newsletter.

I. OFFICER REQUIREMENTS

A. Procedures for Obtaining a Warrant

The Kingdom Chancellor of the Exchequer must receive a completed Request for Warrant Form, along with proof of membership and ID. Proof of legal/personal ID can be a copy of their driver's license, state or provincial ID, military ID, or passport. Proof of membership can be a copy of their membership card, mailing label from the Kingdom newsletter, their Registry printout, or a letter from the Society stating membership. A copy shall be forwarded to the Regional Chancellor of the Exchequer by the individual requesting the warrant.

Failure to complete this process will delay the transfer of office and warranting. No transfer of office shall occur until approval has been obtained from the Kingdom Chancellor of the Exchequer and a review of the books has been performed by the Kingdom or Regional Chancellor of the Exchequer or their designated representative.

B. Officer Responsibilities

Responsibilities of each branch Chancellor of the Exchequer will include:

1. becoming familiar with the laws and policies governing the use and control of branch assets that are outlined in the Society Chancellor of the Exchequer Officer's Handbook.
2. contacting the Kingdom or Regional Chancellor of the Exchequer for aid and guidance when needed.
3. reading the Kingdom officer's letters in the Northshield Kingdom newsletter (the *Northwatch*) each month, in which any changes in policy will be noted.
4. counting of all monies collected (ie: gate fees, feast fees, etc.) along with a second person, not living at the same residence, and both persons signing off to assure accuracy and accountability.

II. BANK ACCOUNTS

A. Number of Accounts

Each branch shall do all business through one

bank account managed by the branch Chancellor of the Exchequer. Additional branch accounts may be opened only after obtaining permission from the Kingdom Chancellor of the Exchequer. Newsletter accounts may be opened only after obtaining permission from the Chancellor of the Exchequer. (Note: As of August, 2002 – no less than full status group may hold a bank account in the SCA.)

B. Account Type

Each account will be a double signature checking account. Two authorized signatures will be required on any check, money order, or other instrument of withdrawal used to disburse funds, whether or not the bank has limited signature inspection. Passbook accounts are unacceptable. Savings accounts are allowed only on a case-by-case basis only when a checking account already exists and all business is done through that checking account. The bank must provide monthly statements for reconciliation.

C. Allowable Signatures

Each branch shall have, at a minimum, three branch signatures and one "outside" signature on file with the financial institution. Two of these authorized signatories will be needed to disburse funds. The minimum branch signatories are the branch Seneschal, the Branch Exchequer and one other branch Officer.

The "outside" signature shall be that of the current Kingdom of Northshield Chancellor of the Exchequer. In the case of Canadian accounts, the "outside" signature shall be that of the Chancellor of the Kingdom of Ealdomere, unless otherwise stated by the Northshield Exchequer. When the office held by the "outside" signature changes hands, branches have 90 days from the date of the change to have the new "outside" signature put on the appropriate forms.

D. Reporting

Quarterly Reports

A quarterly report shall be sent to the Regional Deputy each quarter by April 30, July 3, and October 31. Each quarterly report shall contain activity for only that quarter. All reports shall be delivered to the Regional Chancellor of the Exchequer and the branch Seneschal. Extensions may be granted by the Regional Deputies at their discretion after consultation with the Kingdom Exchequer. All reporting schedules are subject to change by the Kingdom Exchequer, notice of which shall be made in the Kingdom newsletter. Within 15 days of the deadline, Regional Deputies shall report to the Kingdom Exchequer which reports they receive and any problems or questions arising from those reports. Groups reporting late shall be subject to disciplinary action up to and including suspension of both the group exchequer and the group itself. Groups submitting incorrect or incomplete reports shall be subject to disciplinary action up to and including suspension of both the group exchequer and the group itself.

Domesday Report

The Domesday report shall be sent to the Regional Deputy by January 31. Each report shall include all forms sent out by the Kingdom Exchequer and a property list. The Regional Deputies shall compile the reports into a spreadsheet, create a balanced spreadsheet summary for each branch, and send it to the Kingdom Exchequer by February 28. The Kingdom Exchequer shall compile all the Regional reports into a spreadsheet and send the completed Kingdom packet to the Society Exchequer, the Crown and the Kingdom Seneschal by March 31 and provide a summary of the Domesday report for publication in the Kingdom newsletter, the *Northwatch*.

Kingdom Level Event Report

Kingdom level event reports shall be sent to the Kingdom Exchequer within 30 days of the event. Kingdom Level Events are defined in Kingdom Law.

Local Event Reports

Local event reports shall be sent to the Regional Deputy with the Quarterly report for the quarter in which the event occurred.

Non-member Surcharge Fees

Non-member surcharge fees collected at events shall be sent to the NMS Deputy within 30 days of said event along with the Non-member Surcharge Submission Form. The NMS Deputy will track all events within the Kingdom of Northshield and contact the hosting group if NMS fees and/or reports are not received. The NMS Deputy will forward the fees and paperwork to the Kingdom Exchequer on a monthly basis. (?) Groups not reporting non-member surcharges, or incorrect non-member surcharges, shall be subject to disciplinary action up to and including suspension of both the group exchequer and the group itself.

III. SPECIALTY FUNDS

A. Royalty Funding

At the beginning of each Reign, the specified amount from the Kingdom Budget will be allocated for the Royal travel expenses. In addition to this initial funding, any money donated to this fund will be used for the Royal travel expenses. Allocated funds will be used last. All unused allocated funds revert to the general fund at the end of Their Reign unless otherwise requested by the outgoing couple.

At the beginning of each Reign, the specified amount from the Kingdom Budget will be allocated for the Royal Heirs travel expenses. In addition to this initial funding, any money donated to this fund will be used for the Royal Heirs travel expenses. Allocated funds will be used last. All unused funds revert to the general fund at the end of Their Reign unless otherwise requested by the outgoing couple.

The Royal couple and the Royal Heirs of Northshield will be reimbursed for expenses incurred during travel to and from SCA events within the Kingdom of Northshield. Travel expenses incurred for events outside the Kingdom shall be approved by the Stallari Council on a case-by-case basis. Allowable expenses include

food, gas, lodging and travel fares (ie: plane and/or train tickets), telephone expenses, office supplies, postage, copying or printing charges, etc. Reimbursement will be made when the receipts are submitted to the Northshield Chancellor of the Exchequer.

The King and Queen and the Prince and Princess shall each be allowed ? (50%) of Their respective Royal Travel Fund monies. An exception to this will be allowed upon written notification to the Northshield Chancellor of the Exchequer by both the King and Queen or both the Prince and Princess.

All receipts for said Reign must be turned in to the Kingdom Exchequer within 30 days of the Coronation at which They step down. The Chancellor of the Exchequer and the Kingdom Finance Committee reserve the right to refuse payment of receipts turned in after this time elapses.

B. Officers of State Funding

At the beginning of each Great Officer of State's term of office and on the anniversary of same, the specified amount, as per the Kingdom Budget, shall be allocated from the Kingdom general funds for the expenses of that Officer of State. The Kingdom Exchequer shall be responsible for maintaining the funds based upon that Officer's term of office.

Allowable expenses shall include travel to and from Stallari meetings convened by the Crown, travel to and from Kingdom events at which attendance by that Officer of State is mandatory by Kingdom Law and office expenditures incurred while fulfilling the duties of office.

Allowable travel expenses include food, gas, lodging and travel fares. Allowable office expenditures shall include postage, copying and/or printing charges and telephone calls. Reimbursement will be made when the receipts are submitted to the Kingdom Exchequer. Final receipts must be submitted within 30 days of the end of term of office. Any unused funds shall revert back to the Kingdom general fund.

C. Council Secretary

The Stallari Council Secretary shall be allowed a stipend, as per Kingdom Budget, per year to pay for postage and telephone costs. Reimbursement will be made when receipts are approved by the Kingdom Seneschal and submitted to the Kingdom Exchequer. Any unused funds shall revert back to the Kingdom general fund.

D. Chirurgeon Fund

The Chancellor of the Exchequer will maintain a separate fund for the Chirurgeon's medical supplies.

No money from the general funds will be allocated to this fund. All money donated to and/or raised for this fund will be used to cover expenses incurred by the Chirurgeon's office. Unused funds do not revert back to the Kingdom general fund.

Reimbursement of expenses will be made when the expense is approved by the Kingdom Chirurgeon and receipts are submitted to the Kingdom Chancellor of the Exchequer.

E. Signet

The Chancellor of the Exchequer will maintain a separate fund for reimbursement to scribes for expenses and materials used in the making of scrolls for Northshield.

No money from the general funds will be allocated to this fund. All money donated to or raised for this fund will be used to cover the expenses incurred by scribes on making scrolls for the Kingdom of Northshield.

Reimbursement of expenses will be made when receipts are approved by the Northshield Signet and submitted to the Chancellor of the Exchequer.

F. The Northwatch

The Kingdom Chronicler shall maintain a separate account for the Kingdom newsletter (The *Northwatch*) that is subject to the guidelines determined by the Kingdom Chronicler and Kingdom Exchequer.

The Kingdom Chronicler account shall make a full financial accounting of the Kingdom newsletter to the Kingdom Exchequer on a quarterly basis.

G. Kingdom Heraldic Office

The Polaris Herald, or designated Deputy, is responsible for the collection of heraldic submissions from the populace of Northshield. Fee payments for these submissions will be held in a separate account and maintained by the Heraldic Exchequer. This account is subject to the guidelines determined by the Kingdom Exchequer.

The Heraldic Exchequer is required to make a full financial accounting to the Kingdom Exchequer on a quarterly basis.

H. Northshield War Fund

The Summer Crown will have funds available to pay for expenses incurred in maintaining the Northshield Encampment at the Pennsic War. The Chancellor of the Exchequer will maintain a separate fund for reimbursement to the Pennsic Mayor of Northshield for expenses and materials used by the Northshield Encampment.

Allowable expenses include, but are not limited to, costs of fuel, firewood, refreshments, etc. Money from the War fund will not be used for the purchase of alcohol.

No money from the Kingdom general fund will be allocated to this fund. The Pennsic Mayor of Northshield is directed to assess and collect camp fees from each gentle to offset expenses for that year. All money collected and expenses incurred at War will be accounted for and reported by a Pennsic Exchequer, deputy to the Kingdom Exchequer, with a full event report to the Chancellor of the Exchequer within 30 days after the end of Pennsic War. All money

donated to or raised for this fund will be used to cover the expenses incurred during the Pennsic War. Unused funds do not revert back to the general fund.

Reimbursement of Pennsic expenses not covered by those collected at War will be made when receipts are submitted and approved by the Chancellor of the Exchequer.

Donations to the Pennsic Griffin's Gate may be made by the populace and need not be limited to cash.

According to the Society Steward (T. I. Spring 1993), Society funds may not be spent on events that are limited to invited guests. Therefore, Kingdom funds will not be allocated for the funding of invitational dinners or gatherings.

I. Regalia Fund

Funds will be made available for the care and repair of existing regalia items and for the purchase of new regalia.

At the beginning of each reign, the specified amount per the Kingdom Budget will be allocated for the Regalia Fund. Reimbursements of expenses will be made when the receipts are submitted to the Kingdom Chancellor of the Exchequer. All unused funds do not revert back to the Kingdom general fund.

The Crown and Royal Heirs shall obtain the use of the regalia owned by the Kingdom of Northshield for Their Station only by checking out such regalia from the Kingdom Minister of Regalia. The Kingdom Minister of Regalia is responsible to determine that the regalia being checked out is in a serviceable state.

The Crown and Royal Heirs are responsible for the cost of replacement of said regalia, in the event the damage is due to negligence, and not normal wear and tear.

J. The Endowment Fund

The Kingdom shall maintain a separate account entitled "Society for Creative Anachronism, Inc., Kingdom of Northshield Endowment Fund."

The purpose of this fund is to provide a consistent annual income sufficient for the operation of the Kingdom of Northshield.

The principal amount of this fund is untouchable. All income generated may be used for the purpose of offsetting operating expenses set forth by Kingdom Law and the Kingdom Finance Committee.

The management of this fund will be overseen by the Kingdom Finance Committee.

Signatories on this account will be consistent with Society mandate. These include: Northshield Kingdom Chancellor of the Exchequer, Kingdom of Northshield Seneschal, Society Chancellor of the Exchequer, and at least one other Great Officer on the Northshield Stallari Council. Two signatories will be required to withdraw funds from this account.

Funds for this account are to be donations from the populace or as a result of fundraising done on behalf of the Kingdom of Northshield.

Funds in this account will be held in an interest bearing account with interest earned being reinvested until such time as said interest is sufficient to meet the needs of the operating budget for the Kingdom of Northshield. A targeted amount is \$60,000.

Donations to this fund will be invested immediately upon receipt. Funds donated on behalf of this account will not be used for any purpose other than the Endowment Fund.

The Northshield Chancellor of the Exchequer will provide written information concerning this fund on a quarterly basis as is consistent with reporting standards set forth by the Society for Creative Anachronism, Inc.

IV. KINGDOM OF NORTHSHIELD FUND ALLOCATION

A. Kingdom Financial Committee

All financial decisions are the responsibility of the Kingdom Finance Committee. This committee consists of The Royal Family and the Stallari Council. In order for a decision of the Financial Committee to be valid, there must be a quorum of voters as defined by Kingdom Law. Votes may be taken either in person at a Stallari meeting or through the Stallari-net e-mail list. According to Society policies, the Crown has one vote as a group. The final decision, should a tie arise, rests with the Royal Family, Kingdom Seneschal and Kingdom Chancellor of the Exchequer. If there is something that any member of the Financial Committee feels would be a good use of Kingdom Funds, they must put forth a proposal before the Committee for discussion and vote. Under no circumstances shall anyone contract to spend Northshield Kingdom Funds without the proper approval of the Financial Committee.

B. Fund Allocation Disputes

In the event that the Kingdom Chancellor of the Exchequer believes that a proposed spending initiative would violate any Society laws or modern laws, or would endanger the tax-exempt status of the SCA, he or she has veto power over the matter. His or her decision may be appealed to the Society Chancellor of the Exchequer and eventually to the SCA's Board of Directors if warranted.

NORTHSHIELD NEW GROUPS POLICY OCTOBER, 2004

Master Fiskr Hammondson, O.P. Seneschal of Northshield

In accordance with Corpora and Kingdom Law that require the Kingdom Seneschal to set forth policies and procedures regarding the establishment and advancement of groups, this Northshield Seneschal's Policy is established.

1. New Groups Designations Groups seeking establishment will be identified for administrative purposes by one of two designators:

1.1. Forming Group: A forming group is any group of people who express interest in beginning the process of becoming a full status group in Northshield.

1.2. Applicant Group: An applicant group is a forming group that has received agreement from its administering branch and who's officers have been designated as deputies of the officers of that administering branch. A group may be designated Applicant by the Kingdom Seneschal or their designated deputy. Applicant groups may choose their own group title. Suggestions are Outpost, Colony, Village, Fort, or any other name mutually acceptable to the applicant group and the Kingdom Seneschal that does not already have official SCA status.

2. Reasons for Forming a Group – It is recognized that a broad variety of reasons may exist for the establishment of a group. Politics, interpersonal issues, or other conflict based reasons will not be acceptable as a reason to begin the establishment process and any group's request based on those reasons will be denied.

3. Group Administration – Any group seeking establishment in Northshield will, in accordance with Corpora, be required to have an 'administering branch'. The determination of which full status branch will serve in this capacity will be determined in the following manner:

3.1. Determining the Administering Branch

3.1.1 If the group seeking establishment falls within the boundaries of an established and full status group it will be that group's responsibility to serve as the administering branch. In the case where the established group is also a part of a Barony, the Baron, Baroness and Baronial Seneschal must also be consulted.

3.1.1.1 Under no circumstances shall full status group be required to give up lands already owned by them to a group seeking establishment.

3.1.1.2 If a full status group is not willing to become the administering branch for a group seeking establishment the establishment process will be terminated.

3.1.2 If the group seeking establishment seeks

establishment in an area that is 'unclaimed lands', the group may approach any full status group who's territory abuts the desired territory to serve as the administering branch.

3.1.3 Claimed and unclaimed territories will be determined by consultation with the Kingdom Cartographer.

3.1.4 Any variance from these policies must be approved in writing by the Kingdom Seneschal.

3.2. Duties of Officers

3.2.1 Administrative Duties

3.2.1.1 In accordance with Corpora VII.K.2 all officers of an applicant group will be deputies of the officers of the administering branch. Administering branch officers will be required to teach, assist and oversee all activities of applicant group officers. Officers of applicant groups will not be warranted until such time as the group is advanced to full status.

3.2.1.2 Officers of the administering branch shall ensure that the applicant group files all reports in a complete and timely manner. Unless specifically required, all reports are submitted to the administering Seneschal, applicable Regional Seneschal and the Kingdom Deputy for New Groups. If the applicant group is a part of a Barony, the Baron and Baroness should also receive copies of reports. Administering Seneschals will be required to include a commentary to the Kingdom Seneschal with each required report regarding the status and development of groups they are sponsoring and to send a copy the Deputy for New Groups

3.2.1.3 Deputy Officers in the applicant branch will assume all actions and responsibilities that might be expected of a fully warranted officer except that they will not be under warrant and will not have any authority to represent the SCA in any official capacity.

3.2.1.4 Officers of the administering group will be required, from time to time, to advise the Kingdom Seneschal or their designated deputy/ deputies on the progress of the applicant group.

3.2.1.5 Officers in the administering branch will ensure that all officers in the applicant group have current and updated copies of all relevant governing documents as are required to properly administer a group.

3.2.1.6 Officers of applicant/applicant branch must be members of the SCA and hold valid blue cards.

3.3. Right to Self Identity

3.3.1. Because it is recognized that all groups develop with their own character and nature, officers in the administering branch are encouraged and required to allow the applicant group to develop in any manner or direction the applicant group sees fit provided it does not violate modern, corporate or kingdom law or policy.

3.3.2. Applicant Groups must be aware that their desire to form a new group puts certain burdens on the administering branch and the Kingdom. It is their responsibility to work cooperatively and understandingly with the officers and people in the administering branch and Kingdom and to find a reasonable solution to differences of opinion. Although an applicant group may have great latitude in its developmental process that should not impose any undue burden on those assisting them in their endeavors.

3.3.3. Any complaints of restraint in this area will be referred to the Special Deputy for New Groups for resolution. The New Group's Deputies decision may be appealed to the Kingdom Seneschal.

4. Advancement/Dissolution

4.1 There is not minimum time limit for a group to be recommended for advancement and advanced. However, prior to being recommended for advancement certain things beyond the requirements set forth in Corpora and Kingdom Law, the Seneschal's Offices shall determined and established in practice:

4.1.1. The applicant group shall have a name accepted and registered by the Laurel Sovereign at Arms; and a device submitted to the College of Heraldry and accepted for inclusion in an External Letter of Intent.

4.1.2. The applicant group shall have demonstrated an ability to bring up new officers and successfully change over officers within the group. Simply 'shuffling' a static core of officers is not acceptable.

4.1.3. The applicant group shall have demonstrated an ability to do Demonstrations and Events.

4.1.4. The applicant group shall have demonstrated an ability to file reports on time and shall have completed at least one complete reporting cycle including the filing of a 'Domesday' report.

4.1.5. Applicant Groups, prior to applying for full status, should also have demonstrated:

4.1.5.1. an ability to 'play well within the group'. This means that the group should not have extra-ordinary internal difficulties, and that what difficulties do arise from time to time are resolved in a constructive and civil manner.

4.1.5.2. an ability to 'play well with its neighbors'. This means cooperative action and interaction with neighboring groups and others within and without its region.

4.1.5.3. a stable and, preferably, growing membership

4.1.5.4. the ability to self-manage

4.1.5.5. an understanding of what it means to be a 'full status group' within Northshield.

4.1.6. An application packet, which details the requirements for advancement to full status,

is available from the New Groups Deputy.

4.1.7. Groups who have existed in an applicant or lesser status for more than three years will be reviewed to determine whether their desire to become a full status group is still viable.

4.1.8. Applicant Groups who are unable to be demonstrate an ability to work cooperatively with their administering branch or their neighboring full status groups or who fail to show progress towards advancement by repeatedly failing to meet one or more of the advancement criteria may be disestablished by the Kingdom Seneschal.

5. Publication of Group Contact Information

5.1 Applicant and Applicant groups will have their Seneschal's contact information published on a special page of Northshield.org web site, with a disclaimer stating that this publication is for information purposes only and does not constitute warranting of the group's officers. In addition, applicant groups may be listed in the *Northwatch* with an appropriate designator.

SUPPORTING CITATIONS FROM THE GOVERNING DOCUMENTS OF THE SOCIETY AND THE KINGDOM OF NORTHSHIELD:

Corpora III.C. Branches

7. Other local branches: Below baronial/provincial level, branch establishment proceeds according to kingdom law and custom, subject to the Society Seneschal's review and the requirements set forth below. These branches may adopt designations as provided for by the laws and customs of their kingdoms and as established in this document. Minimum requirements include:

- At least 5 subscribing members.
- At least 3 officers, including a Seneschal, an Exchequer, and one of the following: a Herald, a Marshal, or a Minister of Arts and Sciences. Local branches are encouraged to fill all the latter positions.
- A name registered with the College of Arms.
- Consensus among members in the area favoring establishment of the proposed branch.
- A special type of local branch is available for use at schools or military bases, or in other situations where membership is likely to fluctuate for reasons beyond the members' control. The "territory" of such branches is defined in terms of affiliation with the institution where they are based, not in terms of physical boundaries.

Institutional branches may report directly to a kingdom, but if their institution is located within the borders of a branch of any other class, they report through that branch. They differ from other local branches in that they go dormant if membership falls below five (5), rather than being disbanded.

Corpora III.D. Establishment and Advancement

1. The Society and Kingdom Seneschals will work together as necessary to process petitions for branch establishment or advancement. Society members who wish to form a branch, advance an existing branch in status, or advance a group of branches in status must first determine whether the area they have in mind is eligible for such treatment. This process shall involve consultation with the Kingdom (and Principality, if any) Seneschal, and with the Seneschals of any nearby branches.

2. The Society permits very broad participation by people who are not members as defined in the By-Laws. However no part of the Society can be required to solicit or heed their views regarding branch status, or any other situation where the opinion of the populace is to be consulted. Law, custom, or actual practice may allow consultation with nonmembers, but it cannot be required.

3. If necessary, the members shall reach a consensus as to a proposed name (and device, where required) and register it with the College of Arms before any petition for recognition can be granted.

4. The members of the proposed branch shall prepare a petition for the proposed action, stating the proportion of their numbers favoring the move, and demonstrating that the requirements are met. The petition shall be submitted as specified by kingdom law and custom. The Kingdom Seneschal shall review the petition to determine whether the proposed branch elevation conforms to Corpora and kingdom law and custom, consulting royalty and other kingdom or principality officers as appropriate for the level of branch under consideration. If the Kingdom Seneschal decides to recommend that the petition should be granted, the action to be taken depends on the level of branch, as follows:

...

8. Institutional branches and local branches other than baronies and provinces: The Kingdom Seneschal shall advise the Crown if the petition is acceptable. After the Crown acknowledges the creation of the branch, the Kingdom Seneschal shall inform the Society Seneschal of the name, location and date of elevation, and the Society Seneschal shall then notify the Board.

9. Appeals: If a petition to change branch status is denied at any stage, the petition will be returned to the originator(s) together with the accumulated recommendations, comments, and reasons for denial. Any denial may be appealed to the next level.

Further,

Corpora VII.K. Warranting / Rosters

2. Local Branch officers may be officers in their own right, or be deputies of officers of an administering branch. Until a branch is proclaimed by the Crown, its officers must be deputies of their counterparts in the administering branch.

Further,

Corpora III.C. Branch Designations

Lists all designations recognized by Society as legitimate branch designations. It should be noted that Corpora nowhere recognizes any group that is not a 'full status' group (i.e., 'proclaimed by the Crown').

Further, from the Laws of the Kingdom of Northshield

Article VII—Recognition & Advancement of Subsidiary Branches

See pages 10-11 of this document.

NORTHSHIELD SENESCHALLATE POLICIES

Inter-group Zip Transfers

All of the lands of Northshield belong to the Crown, who assigns the responsibility for managing these lands to local groups. When local groups wish to cede management responsibilities for portions of land (transfer zips to another group) the process is handled by the Kingdom Seneschal with the approval of the Crown. The Kingdom Seneschal's ultimate recommendation will depend on the results of a poll of the effected paid members in the lands in question. The poll should be the responsibility of the group getting the new lands, but if it is impractical then the Kingdom Seneschal will conduct the poll. A signed petition by a majority of the paid members an area requesting transfer to a different group negates the need for a poll.

The 150 Mile Rule

Events shall not be held within 150 miles of each other on the same weekend. Exceptions will be granted on a case-by-case basis, usually because one or both of the events are specific in nature and unlikely to draw attendees from the other event.

The Second Weekend of the Month Restriction

The Northshield Crown reserves the second full weekend in any month for their use. These will be the weekends used for Coronations, Crowns, Kingdom A&S, etc. Groups are encouraged to petition the Kingdom Seneschal for use of Royal weekends where no Kingdom event is scheduled. The one exception is WW which is traditionally held on the second weekend in July. This event has an automatic exemption in perpetuity, remaining in effect as long as the event runs and uses the second weekend. Spring Coronations will be held the first or second full weekend in April, depending on where holidays fall. Spring Crown Tournaments will be held the second full weekend in May. Fall Coronations are on the second full weekend in September, and Fall Crown Tournaments will be on the second full weekend in October.

POLICY FOR GROUP- SPONSORED YOUTH ACTIVITIES IN NORTHSHIELD

I. General:

We in Northshield expect our young people to be great warriors, great leaders and great workers. They are not just our future, but also a vital part of our present. The responsibility to guide them in this process belongs to their parents. The role of the Youth Minister is to assist parents in this goal by organizing interesting and relevant age and ability appropriate Group-Sponsored Youth Activities that parents may choose to let their children participate in, and by finding the necessary instructors and activity leaders to run these activities.

Group-Sponsored Youth Activities are not baby-sitting or day-care services.

It is, at all times, the responsibility of the parent or legal guardian of a minor to determine the safety, suitability and appropriateness of an activity to their dependent children.

Group-Sponsored Youth Activities shall be organized to have at least two adults present, except for brief periods (such as bathroom breaks), emergencies, and unusual circumstances.

Participation in Group-Sponsored Youth Activities is based on the cooperative relationship between the Minister of Youth, the Activity Coordinator, the participating youth and the parent(s)/legal guardian(s) of the participating youth. Participation is not a right but a privilege that is extended and must be respected by all parties.

Parents or children whose behavior or actions violate these policies or whose participation is disruptive may not be allowed to participate in future Group-Sponsored Youth Activities.

Inappropriate behavior of any sort by any party involved in Group-Sponsored Youth Activities will be dealt with in the manner deemed most appropriate in accordance with modern, corporate or kingdom law as applicable.

The Youth Minister is a deputy of the Seneschal. Questions or concerns about these policies should be brought up at the appropriate level with the Seneschallate.

These policies are intended to cover non-martial activities. Participation by Youth in approved Martial activities are defined elsewhere, and are supervised by the Marshallate.

II. Responsibilities of the Minister of Youth:

- a. To establish and oversee Kingdom Youth activities outside of martial endeavors.
- b. To keep local officers and the Seneschallate notified of relevant changes to the office
- c. To facilitate communications between all other youth-oriented offices
- d. To be responsible for all official Northshield youth-related web sites
- e. To oversee and aid local group officers in

organizing Activities for Minors
f. To encourage interesting and appropriate activities for youth

g. To generally encourage appropriate youth participation in events and activities

III. Policy on Supervision of Group-Sponsored Youth Activities:

Youth activity leaders are volunteers who are offering expertise in an activity or area of interest. They are not professional childcare providers, and the purpose of Group-Sponsored Youth Activities is not meant to be considered as childcare.

Parents who wish their children to participate in Group-Sponsored Youth Activities must ensure that their children have adequate supervision, as required by the locality where the activity is taking place.

III A. General guidelines:

Parents shall always sign a permission form for their children to participate in Group-Sponsored Youth Activities.

These forms shall be specific to the site of the activity, but may cover a range or list of specific dates at one site. (Regular periodic activities at a given site, or all activities at a given event may be covered by one form).

It is possible that specific activities, at the request of the activity coordinator, may require a separate form.

Participation in activities may be limited by the Youth Minister or Activity Coordinator to specific age ranges or numbers of participants.

III. B. Age-Specific Guidelines:

The exact guidelines for supervision of children are set by individual counties or municipalities, so the requirements for specific events or activities may be more strict than the guidelines listed here.

Parents are responsible to check with the Youth Minister to make sure they are familiar with the rules in force at any given event.

In general the following are suggested minimums:

Parents of children under 6 are required to arrange for someone to attend the activity with their children. This may be a designated adult or an age-appropriate babysitter.

Parents of children 6-9 are required to either arrange for someone to attend the activity with their children, or are responsible to keep the activity supervisor informed of their whereabouts, and to check in at least every 3 hours, or as required by the activity coordinator.

Parents may give their consent for children age 6-9 to leave the activity on their own (i.e. to go volunteer, or to leave to meet their parents). However, such permission must be explicitly given.

Parents of children 10 and older may choose to let their children participate at will in activities up to eight hours in duration. If the activities will last longer than eight hours, and the parent cannot check in periodically, the parent must arrange for

someone to attend the activity with their children.

Parents of children 10 and over whose children are allowed to attend at will must realize that their children may choose to leave the activity area to participate in other aspects of the event.

With parents of children 10 and over, if the parent lets the child come to the activity on their own, it will be assumed that the child can leave on their own as well.

III. C Non-Parental Supervisors

The appropriate ages for babysitters depends on how long the child will be in their care. These rules vary by county or municipality, but the following guidelines are suggested minimums for supervision of younger children attending Group-Sponsored Youth Activities

- Babysitter age Time
- 10-14 for four hours
- 15 and older for eight hours

A babysitter or parent-approved supervisor can watch the children from one family, or up to four children if from different families.

IV. Bathroom Breaks, Discipline Issues and other Emergencies:

Children attending Group-Sponsored Youth Activities are expected to be able to go the bathroom by themselves. If they need assistance or supervision to do so, the parent or the individual the parent designated to attend the activity with the child must assist the child.

Youth ministers and their deputies are not assumed to be Chirurgeons or trained medical personnel.

Youth ministers and their staff are required to be familiar with SCA and Kingdom policy on the medical treatment of minors. In case of any questions the staff should immediately consult the Chirurgeon in charge.

Youth Ministers and their volunteers may never be verbally or physically abusive in any way to children involved in activities they are running or use any form of corporal punishment during these activities even if a child is a discipline problem — even if the parent gives explicit permission or tells the coordinator “it’s okay.”

Discipline issues include but are not limited to disrupting activities, running away from activities, being sulky, crying excessively, or being abusive in any way towards others present.

If a child is presenting a discipline problem, and there is no parent-designated responsible individual in immediate attendance at the activity, the second adult helper will immediately get the parent or legal guardian or return the child to them. The child is not to return until the child agrees to behave.

If a child is endangering him or herself or others or is engaged in a disruptive or abusive behavior, the child’s parent or legal guardian will be approached and expected to handle the situation immediately. If problems persist with a child after the parent or legal guardian has been notified, the matter must be handled by the appropriate group Seneschal and/or autocrat.

V. Waivers and permission to participate

As per SCA policy, all minors attending an event or activity are required to be accompanied to the event or activity by their parent, or to have a parental waiver which authorizes another adult who is attending to take responsibility for their children. Only the parent or legal guardian may fill out such a waiver.

If the child is attending with someone other than their parent or legal guardian, in addition to the copy of the waiver that must be given to the check-in staff at the event, a copy of this waiver should be carried by the responsible adult at the event, and must be shown to the Youth Activities coordinator when signing the child up to participate in Group-Sponsored Youth Activities.

As per SCA policy, the parent or one or more of the adults identified by the parent on an approved waiver must be on site at all times that the child is on site.

If for any reason the parent must leave site temporarily (i.e. to go to the store, or for any other reason), and the child will remain on site, there must be a waiver filled out identifying another adult who will be remaining on-site who is responsible for the child. This information must be filed with the event on the approved waiver form, so that the event staff may know who is responsible for the child in the absence of the parent.

If the child is participating or will participate in Group-Sponsored Youth Activities during a temporary parental absence from site, it is the responsibility of the parent to inform the Youth Activities coordinator that they will be leaving site, for how long, and fill out the appropriate completed waiver if this has not already been done.

NORTHSHIELD CLASSIFIED LISTING AND AD POLICY

In accordance with current SCA Electronic Publication Policies, no recognized site may display banner ads or other types of advertising unless it is a requirement of the group’s ISP. Web Ministers should also be aware of the types of ads being displayed. If the ISP displays ad banners that are inappropriate (adult sites or sites promoting illegal activity for example), the web minister should seek out alternate hosting.

Classified listings on a group site are permitted provided they do not promote personal gain for an individual member. A group may have listings for such things as ride sharing, crash space, and items or services being offered for free. The web minister may also post information regarding fundraisers or items for sale by the group. Any advertisement or listing for items or services available for purchase or barter from an individual is strictly prohibited.

NORTHWATCH ADVERTISING POLICIES

Event Ads

Local groups are not required to advertise all events. However, any “official business” must be conducted at an event which has been advertised at least once, within two-months prior to the date of the event. “Official business” includes presentation of awards, proclamation of laws, advancement of groups or change in group status.

Any local group wishing to advertise their event in the *Northwatch* will be provided ad space for free as follows:

- Regular Events.....1/4 pg for 2 months
- Kingdom level events*.....1/2 pg for 3 months
- * Kingdom level events are
Coronation, Crown and Quest for Camelot

Any group wishing to “upgrade” their ad to a larger ad may do so by paying the difference between the free ad space and the full rate for the space. Checks should be made payable to: **SCA, Inc.**— **Northwatch** and sent directly to the Chronicler.

Merchant Ads

As a Kingdom publication, the *Northwatch* may accept paid advertising from SCA related merchants and businesses. The same rates apply. All merchant ads must carry the banner “PAID ADVERTISEMENT”. These ads will be placed on a space available basis.

Page Sponsorship Ads

Local groups, guilds, households, individuals & merchants may sponsor any page in the *Northwatch*.

Northwatch Ad Specifications

The *Northwatch* is an 8.5” x 11” magazine-styled publication.

Ad Sizes

- Full Page..... 7.7 x 10
- 1/2 Page – Horizontal..... 7.7 x 4.875
- 1/2 Page – Vertical..... 3.75 x 10
- 1/4 Page – Horizontal..... 7.7 x 2.31
- 1/4 Page – Vertical**..... 3.75 x 4.875
- 1/8 Page – Horizontal..... 3.75 x 2.31
- Page Sponsorship..... 7.7 x .5
- ** 1/4V will be the “standard” event ad size.

Ad Pricing

- Full Page..... \$90
- 1/2 Page..... \$50
- 1/4 Page..... \$30
- 1/8 Page..... \$20
- Page Sponsorship..... \$10

Merchants: Pre-pay for 5 mo, get 6 months

Ad Materials

It is preferred that all ads be submitted electronically, either as text or a fully formatted ad. Delivery via e-mail is preferred if possible. If you plan on submitting a fully-formatted ad, please contact the chronicler first, to ensure that they can work with the file(s) you provide.

Submitting Event Ads

Also, please keep in mind that ALL event ads must be submitted through the Kingdom Event Information Officer (calendar@northshield.org), who will verify event ads for content and accuracy before forwarding to the Chronicler.