

Office of the Lists
Official Handbook

Kingdom Of
Caid

The Lyst Handbook of Caid

7th Edition

Revised January 2017

Forward to the Sixth Edition:

The Lysts Handbook of the Kingdom of Caid is a compilation of the Conventions and Standards used by Caid since its inception as a Kingdom and those Rules, Conventions and Standards put forth by the Society for Creative Anachronism, Inc. The Standards, Conventions and Rules listed herein will become effective upon the publication of this Handbook.

Any observations about the Handbook should be directed, in writing, to the Minister of the Lysts, the Minister of Archers, the Minister of the Academy of Equestrian Arts, or the Earl Marshal for consideration or comment. Please note that although this Handbook may not be perfect, many of these rules and standards are actually mandated by various Society Officers and, thus, may only be changed by the Corporate Officers.

Baron Bryce ap Morgan
Minister of the Lysts of Caid

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Rex Caidis

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Regina Caidis

The latest version of this Handbook will normally be available electronically at www.sca-caid.org/lists

Current versions of the Waivers will be available at www.sca.org/docs

I wish to send a special thanks to all of the brave and hardworking Caidan Lysts officers who have done this job in the past. Without their contributions to this handbook it could not have been accomplished.

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CHAPTER I: INTRODUCTION

What is Lysts?

Lysts is the official function that controls access to combat related activities, including all competitive forms grouped by the Society of Creative Anachronism, Inc. (SCA) under the Marshalate. Further, Lysts has the primary responsibility to verify that participants have completed the proper paperwork and have the proper authorizations and waivers to engage in these forms of combat.

The Office of the Lysts is critical to the function of every tournament during which combat related activities occur. The Office of the Lysts registers competitors, verifies waivers for the Marshals and fighters, arranges the Order of Combat for successive rounds, verifies the eventual outcome and reports the results of combat related activities at all sanctioned events. The Lysts Officer ensures that each person participating in these activities has an opportunity to compete as many times as the type of activity allows. Further, it is the duty of the Lysts to ensure that competitors are assigned opponents in a fair and equitable manner. All fighters signing up for Lysts must be in Medieval Cloths and have a site token. If they are in modern cloths or do not have a site token send them back to gate or to get dressed.

Lysts At Wars:

Lysts normally have few functions at Wars. The checking of memberships and accomplishment of proper waivers are handled at the check-in entrance by the Autocrats. The War combat scenarios are controlled by the Marshalate, lysts may help at gate or the Marshals' inspection points inspecting authorization cards and issuing fighter dots, showing the fighter has gone threw lysts and is a warranted fighter. At wars in other Kingdoms these checks are handled by the Marshals of the individual participating Kingdoms and Lysts may, or may not, be involved. Have the fighter / Marshal show the site token before signing up at Lysts. This will ensure that a proper waiver has been completed. If they do not have a site token send them to gate.

The lysts' experience in organizing and recording combat results can lead to requests for assistance with various Marshalate activities. You should be prepared to offer whatever aid possible.

Duties and Responsibilities of a Lysts Officer:

- I. Ensure that all waivers required by the Society for Creative Anachronism for participation in combat-related activities are current and properly completed for the Marshals by checking for site favors. If they do not have a site favor send the person back to gate. All warranted Marshals must be members of the SCA and lyst checks for a current, signed membership card when they sign up.
- II. Running of, or arrangement for the running of, the Order of Combat and report of lyst results at sanctioned Barony / Shire / Canton events.
- III. Reporting at regularly scheduled local council meetings, reporting in writing to the Barony / Shire / Canton Seneschal annually and to the Kingdom level within 10 days of the event.
- IV. Maintenance and storage of office regalia, properties, and records of the office.

Lysts Officers who fail to take responsibility for these policies shall be removed from office.

Chain of Command/Warrant of Office:

To conduct any official Lysts functions, you must be warranted as a Lysts Officer by Kingdom, or working under the direct supervision of a properly warranted Lysts officer. You are not a warranted Lysts Officer unless your name appears on the current warrant roster. By July 1st of each year, every Lysts Official must contact the Kingdom Lysts

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Minister to affirm the desire to continue as a warranted Lysts Officer. In addition, they must prove their membership status and verify their contact information.

This is done by filling out and signing an agreement to serve. Agreements to serve are acquired from the local seneschal. Send a copy of the agreement to serve to the Kingdom Lysts officer and a copy of the front and back of your membership card (if is white only the front).

Baronial and Shire Lysts Officers report directly to the Kingdom Officer. Officers of Cantons and other areas that are subdivisions of larger territories report to the Lysts Officer of that Barony.

The Kingdom Lysts Officer reports to the Earl Marshal.

No territorial Lysts Officer reports to any territorial Marshal. They are not your boss and may not treat you as a subordinate. You both work on equal footing as a team.

You are not a warranted Lysts Officer for a defined area until our area's superior officer has sent the Kingdom Lysts Officer a letter or form stating approval for you to take the Lysts office with a copy of your membership card and Kingdom has sent a positive response. To become a Lysts-Officer-At-Large, send a letter to the Kingdom Lysts Officer requesting to be warranted and why, attaching a copy of your membership card. Remember you are not a Lysts Officer unless your name appears on the warrant roster.

- Baronial Lysts Officers require the approval of their Baron / Baroness and the Baronial Seneschal.
- Shire Lysts Officers require the approval of the Shire Seneschal.
- Deputy Baronial / Shire Lysts Officers require the approval of their area Lysts superior as well as the Baron / Baroness and / or Seneschal.
- Canton Lysts Officers require the approval of the Baronial Lysts Officer and the Canton Seneschal.

Approval implies verification of qualifications and membership. All Lysts Officers, whether primary or deputy, are required to be members of the SCA in good standing, to prove membership, a photocopy of the membership card

must be attached to the form. As to qualifications, new Lysts Officers should have worked at least two Lysts events with an experienced Lysts Officer before taking office. It is highly recommended that a person hold a deputy position prior to taking full responsibility for the whole office. Membership needs to be re-verified by an Area Kingdom superior on a regular basis.

Lysts Officers-At-Large (without a territorial responsibility) may be appointed by the Kingdom Lysts Officer as needed. (Attach a copy of your membership card to your letter requesting to be warranted.) Like Territorial Lysts Officers, At-Large Lysts Officials are warranted for two years.

- Baronial/ Shire/ Canton Lysts Officers may run Lysts in their territory and with the invitation of other Lyst Officers in other territories.
- Lysts Deputies may only run Lysts in their territories under the supervision of their Lyst Officer.
- Lysts Officers-At-Large may run Lysts anywhere in the Kingdom where they are needed.
- Kingdom Lysts runs all Kingdom events and welcomes all Territorial Lyst Officers, Deputies and At-Large Officers to help.

Unwarranted Lysts assistants:

Any person who is interested in learning the Lysts Office may study and work under the direct supervision of a properly warranted Lysts Officer. They may not sign Lysts documents.

NOTE: Warrants are good for two years, however, Kingdom Lysts must update the roster on a regular basis, especially when taking office. Check in by July 1st of each year! He/she will likely be working from an old roster. It is necessary to verify periodically if your membership is still current.

CHAPTER II: OPERATING A LISTS OFFICE

Before an Event:

As soon as possible after assuming the Lysts Office:

Examine and update your office's Lysts kit and prepare your personal Lysts kit. This kit will accompany you whenever you are functioning as a Lysts Officer. There are a number of items that you need to run Lysts. See Appendix A for a list of suggested contents.

At least 2 full weeks before event:

The event autocrat should contact the Lysts Officer to arrange for any needed Lysts support at their event. Should the Autocrat fail to contact them, the Lysts Officer should contact the Autocrat of the event to discuss the following topics:

1. Will any planned activities require a Lysts Officer?
2. What type of Lysts is scheduled? This can be one of more than one depending on the occasion (and duration) of the event.
3. Location on the eric. The Officer will be interacting closely with the Heralds, Marshals, and the reigning nobles. It is very important that eric space be reserved such that the table and pavilion will be within easy reach of all the above.
4. What time is set up? Based on the answer, tell him when you plan to open and close Lysts. Lysts usually opens as soon as the officer is ready, preferably ½ hr before opening court and will close ½ hour or 15 minutes after opening court closes.

BE THERE, SET UP AND READY TO OPEN ON TIME!

5. For target archery, check with the autocrat
 - a. What type of shoot(s) will be run?
 - b. What paperwork will you need to run the lysts?

See the archery chapter for form requirements. Check with the autocrat to see if unusual forms will be used.

6. For Equestrian, check with the autocrat-
 - a. What type of activities are planned?
 - b. What paper work will be needed?

See the Equestrian chapter for form requirements. Check with the autocrat to see if unusual forms will be used.

At least 1 full week before the event:

1. From the Kingdom Lysts Minister, obtain any paperwork (forms) you need. Some of these forms are now also available electronically, from Kingdom web site <http://www.sca-caid.org/lists/index.html>
2. From the Kingdom Lysts Minister obtain the current Fighter Database. This includes all forms of Armored Combat, Rapier, Youth Armored Combat, Unarmored Combat, Archery and Equestrian.
3. Obtain a supply of fighter cards from the Earl Marshal. The only time Lysts replaces cards is if they are lost and must check the database to verify authorizations.

NOTE: Keep your Lysts kit up-to-date. It is the duty of each Officer to have enough copies of current editions of required forms and blank authorization cards to successfully complete an event. (Reimbursement, if needed, comes from the Barony or local territorial funds). Check your forms regularly for current ness and quantity. Replace as needed. In the event of a sudden request to serve where you had not originally planned, there may not be time to get additional forms made.

Day of the event:

Make sure that on the day of the event, you arrive in plenty of time to set-up your work area and coordinate with the site staff. Plan for delays enroute!! Upon arriving at the site, the Officer should make themselves known to the Autocrat, the duty Herald, the Marshal-in-Charge, and the reigning nobles. This is the time to discuss the day's business. Once Lysts is opened, the Officer may not have another free moment until after the Lists has begun or

finished. Ask if this is a large event, do they want to have Lysts open during opening court, are byes indestructible or destructible are there any special forms or instructions for the Lysts Officer.

Doing Lysts is a full time job. If the event is large, arrange for assistants and pages to help you. You are working, so you need to delegate responsibility for your other jobs (caring for children, caring for a fighter, feeding a household, etc) to others. If you have to take time away from the Lysts function due to other commitments, you can cause the entire tournament to be delayed or stopped, waiting for you. The Lyst officer in charge may not have a fighter caring their favor in that Lyst.

If you are unable to avoid the extra jobs, or you are suddenly ambushed by family responsibilities, ask other experienced Lysts persons to help. If they see you struggling, other persons may offer you their services to help get the Lysts back on schedule. If you are behind, accept gracefully. If nothing else, it's pleasant to have companionship while you fight to keep the tourney on schedule.

Lysts should set up in a separate day shade and not in a House Hold or Territorial Pavilion. This causes to many distractions at Lysts and can hinder Household or Territorial activities. Lysts is closed during opening court unless on rare occasion permission may be obtained to remain open from the crown heads. This usually occurs for large events like Anniversaries.

Communication with the Autocrat is crucial. If any problems or changes in the day's Lysts activities occur, the person to be consulted is the Autocrat.

Rules of the Lists: quoted from the Kingdom of Caid Combat Handbook 6th edition.

The basic rules for SCA combat are contained in the Rules of the Lysts. These Rules, however, do not specifically cover non-tourney field activities such as wars, war archery and period fencing. In practice, the Rules have been extended to cover these activities, with observance of honor and chivalry being the overriding element, along with the safety of the combatants. The following is intended to bring together the appropriate rules for conducting both tourney

field combat and other SCA combat activities.

Most of these rules do not directly apply to the Lyst Job, but to the general way of doing things in the SCA and are important for all Lysts Officers to know and understand.

A. The Rule of the Lists is reprinted from Section IX.B. of the Corpora of the SCA.

1. Each fighter, recognizing the possibilities of physical injury to him or herself in such combat shall assume unto him or herself all risk and liability for harm suffered by means of such combat. No fighter shall engage in combat unless and until he or she has inspected the field of combat and satisfied him or herself that it is suitable for combat. Other participants shall likewise recognize the risks involved in their presence on or near the field of combat, and shall assume unto themselves the liabilities thereof.

“Other participants” include the Marshals, and also support personnel whose activities bring them close to fighting in a situation where boundaries are not clearly defined. Heralds List Pages, and similar officers who leave the field entirely before combat begins are exempt from this requirement, as are Water-

Bearers and Chirurgeons who remain in fixed support points outside the tournament field or battle area, Water-Bearers and Chirurgeons who take part in mobile support groups within the overall boundaries of a battle are a must receive a basic orientation in field safety and sign a proper waiver.

2. No person shall participate in Combat-Related Activities (including armored combat, Period fencing, combat archery, scouting and banner bearing in combat) outside of formal training sessions unless he or she shall have properly authorized under Society and Kingdom procedures.

Fighters are required to sign in at Lysts with proof of authorization prior to the start of combat at an event. Lost authorization cards can be replaced by a Lysts Officer. For an event without a Lysts official present, fighters must be able to show proof of authorization to a requesting marshal.

Any fighter caught using a weapon that they are not authorized to use, at any Society event other than practice, shall be immediately banned from the field until the Marshal-in-Charge can review the situation.

The Sovereign may not simply grant an authorization, unless the recipient has successfully completed the authorization process as delineated in Society and Kingdom law.

The site waiver must be signed at each event unless the fighter possesses a BLUE SCA membership card (Which indicates such a waiver is on file).

3. All combatants must be presented to and be acceptable to the Sovereign or His or Her representative.

When not otherwise directed by the Sovereign, the Sovereign's representative upon the field and in all matters dealing with Society combat is the Earl Marshal and by delegation, members of the Kingdom Marshalate.

4. All combatants shall adhere to the appropriate armor and weapons standards of the Society, and to any additional standard of the kingdom in which the event takes place. The Sovereign may waive the additional kingdom standards.

CAID's rules and convention of Armored Combat are based on the SCA rules and conventions of

Armored Combat. They are in places stricter than the SCA's version. The Sovereign can waive or modify any rule so long as the result does not conflict with established SCA minimums, or creates a safety issue in the opinion of the Earl Marshal. The Earl Marshal has the final say, even over the Sovereign, where a safety issue exists.

5. The Sovereign or the Marshalate may bar any weapon or armor from use upon the field of combat. Should a warranted Marshal bar any weapon or armor, an appeal may be made to the Sovereign to allow the weapon or armor.

All fighters shall have their weapons, secondary weapons, shields and armor inspected by an authorized Marshal before they begin combat. If a fighter regard an opponent's weapon or armor as unduly dangerous to face, they can request the Marshal of the field to re-inspect the item. All judgments of armor and weapons can be appealed during the current reign. The Sovereign may not permit the use of weapons banned or not approved by the Society Earl Marshal. Non-standard construction materials may only be approved, in accordance with published SCA standards, by the Sovereign, Kingdom Earl Marshal, Regional Marshals or the Kingdom Earl Marshal's appointed deputies.

6. Combatant shall behave in a knightly and chivalrous manner, and shall fight according to the appropriate Society and Kingdom Conventions of combat.

This is a basic sportsmanship rule for the SCA. Any fighter that, in the judgment of the Marshals, is Fighting un an unchivalrous manner, or appears to be unsafe on the field, may be barred from participating in the lysts(wars, demonstrations, melees, practice, etc) until such time as the Earl Marshal or Sovereign can investigate the incident. A fighter should never intentionally take advantage of an opponent intentionally. A chivalrous person does not behave in such a manner tht their honor could be reasonably called into question. Fighters should act honorably and courteously toward all, both on and off the field. Engaging in any society combat activity with the deliberate intent to inflict bodily harm to an opponent is strictly forbidden.

7. No one may be required to participate in combat-related activities. Any combatant may, without dishonor or penalty, reject any challenge without specifying a reason. A fight in a tournament list

Is not to be considered a challenge and there fore may not be declined or rejected without facing Forfeiting the bout.

No one is required to engage in SCA combat should they prefer not to do so.

8. Fighting with real weapons, whether fast or slow, is strictly forbidden at any Society event. This rule does not consider approved weaponry that meets the Society and Kingdom standard for traditional Society combat and/or Society period rapier combat, used in the context of the mutual to be real weaponry.

Since fighting with real weapons is forbidden at any Society event, threatening the use of such Weapons is likewise expressly forbidden, At the discretion of the Sovereign and the Marshal-in-Charge, recognized experts may be permitted to present choreographed demonstrations with real Weapons under strictly controlled conditions. Posing for still photographs with real weapons is Permitted. No one may wear any real weapon onto the field while participating in combat or present during combat.

9. No projectile weapons shall be allowed and no weapons shall be thrown with in the Lysts of a tournament. The use of approved projectile weapons for melee, war or combat archer shall conform to the appropriate Society and Kingdom Conventions of Combat.

The prohibition on thrown weapons refers to weapons in combat, or thrown in a hostile manner. It does not apply to "tossing" as a gentle, short-range method of transferring or removing a Tournament weapon or item from the Lysts or area of combat. The use of archery, firearms, slings, Javelins, throwing axes, throwing knives, or any other projectiles is forbidden within the Tournament Lysts, or in any other situation where spectator cannot be separated from the potential line of fire by at least the minimums established in the Combat Archery Handbook. This does not prohibit the holding of tournaments other competitions using the rules for combat archery to determine the victor.

From these rules we see how our basic conventions of honor and chivalry both on and off of the field are formed. We also find such Lysts rules as; All fighters on the Lyst must show an authorization card, the Lysts must be approved by the Crown heads before the worksheet is set and Lyst cards are done and any fighter may reclude himself from a lyst fight and it will be considered a death against him/her,

Membership / Waivers / Authorization Cards:

What all this means:

1. Combat-Related Activities are defined as any activity that could bring the participant in contact with combat or combatants. During war scenarios, this includes combatants, Marshals and any support personnel whose activities bring them close to the fighting, such as Water-bearers and surgeons who take part in mobile support groups within the overall boundaries of a battle area. This does not include: Heralds, Pages and similar officers who leave the field entirely before combat begins or Water-bearers and Chirurgeons who remain in fixed support points outside the tournament field or battle area while fighting is going on.
2. Participants must have filled out (or have on file with Corporate) a proper and signed waiver. This waiver is part of the membership package and holders of BLUE SCA membership cards have such waivers on file. Lysts officers do not check for memberships or have waivers signed. This is done at gate, we ask to see a site favor, and no site favor they must return to gate to get one.
3. Membership is not required for participation in fighting practices (formal training sessions). However a signed waiver is required is required. The Marshal should handle waivers for practices.
4. Target Archery is not, at this time, considered a Combat-Related Activity. This could change soon. Check on a regular basis.
5. Equestrian Activities require a special waiver at each event.
6. The Marshalate divides responsibility for various combat forms between various equal BUT separate, divisions.
 - a. Armored Combat – is controlled by regular warranted Marshals and Senior Marshals
 - b. Period Fence is controlled by Period Fence Marshals and Provosts ONLY
 - c. Target Archery is controlled by Range marshals ONLY
 - d. Equestrian activities are controlled by Equestrian Marshals ONLY
 - e. Armored Combat Archery-is controlled by ACA warranted Marshals and Senior Marshals
 - f. Armored Youth Combat – us controlled by Armored Youth Combat Marshals
 - g. Siege Combat- is controlled by the Siege Marshall

IT IS THE LYSTS OFFICER'S RESPONSIBILITY TO ENSURE THAT ALL FIGHTERS AND INDIVIDUALS PARTICIPATING ON A FIGHTING FIELD WHEN COMBAT IS IN PROGRESS ARE PROPERLY AUTHORIZED AND HAVE VALID WAIVERS ON FILE. THEREFORE, IT FALLS UNDER THE RESPONSIBILITY OF THE LYSTS OFFICER TO CHECK THAT ALL FIGHTERS AND MARSHALS HAVE VALID COMBAT AUTHORIZATION CARDS AND HAVE EXECUTED THE APPROPRIATE WAIVERS. IT IS THE FIGHTER'S / MARSHAL'S RESPONSIBILITY

TO PRESENT A COMBAT AUTHORIZATION CARD, AND A SIGHT TOKEN . PERSONS WITHOUT A SIGHT TOKEN MUST RETURN TO GATE TO SHOW THEIR BLUE CARD OR SIGN A WIAVER FORM FOR THE EVENT.

It must also be remembered that all fighters / Marshals must be in garb when they sign up at the Lists table. In Corpora, it states that all members of the Society must make an attempt at wearing period-looking garb. Fighters / Marshals are not exempt from this rules. Therefore, do not allow someone to sign up at the Lists table unless he or she is in garb.

If the fighter / Marshal refuses to follow the membership, waiver, or authorization requirements, go to the Marshal of the day, the reigning nobles, the constable, whoever can be of help. Tell the fighter they can take the matter up with the Kingdom Earl Marshal, the Kingdom Seneschal, but they can not fight / Marshal. You will find your greatest advocated are your Crown Heads and the Kingdom Officers.

Checking Authorization Cards:

The fighter / Marshal must be authorized by the Kingdom Earl Marshal to participate. Proof of this is a valid Combat Authorization Card.

Governing & Policy sec #12-SCA Combat Related Activities.

Appendix B 4. Combat Authorization Card shall be issued to each authorized participant in a SCA Combat Related Activity. The card shall be presented to the Lysts Officer at a SCA event to register for such activities and shall establish that the person is authorized. This card must be shown to any Marshal or Lysts Official upon request.

The following are situations, which you may find when checking Combat Authorizations cards.

1. The fighter / Marshal has a valid combat authorization card. Super! Have them sign up on the appropriate Lists.
2. The fighter / Marshal does not have a valid Combat Authorization card. All fighters / Marshals, regardless of rank, MUST present this card to you. If they do not have a valid Combat Authorization Card on site, THEY DO NOT FIGHT OR MARSHAL. There are no exceptions to this rule. If it is in their car, they're tourney bag, or other accessible location, MAKE THEM GO AND GET THE CARD. If they cannot get their card, be it at home or is lost, check the Fighter Authorization List. If the fighter / Marshal is on the Fighter Authorization List. Replace the lost card and let them sign up.
3. If the fighter is not on the Fighter Authorization List, the fighter must re-authorize. Give them a New Fighter Authorization Form and send them with it to the site marshal to get re-authorized (only possible if a Senior Marshal is available). [Exception: Fighter may be vouched for by Senior Marshal or KSCA for the event that day only.]

If the Marshal is not on the fighter database, send them to the site marshal to complete Marshal-in-Training paperwork, they will be come a Marshal-in-Training for the event, unless approved otherwise by the Earl Marshal. This includes marshals who say they are Senior Marshals.

4. The fighter / Marshal has a Temporary authorization card. This should no longer be happening. At the time of Authorization the Sr Marshal is to issue the fighter an authorization card. This means the Marshal was out of cards at the time of the authorization, send the fighter/Marshal to the Earl Marshal to receive his card.
5. The Combat Authorization card is expired. Send the fighter to either the territorial Marshal or a Sr. Marshal to reauthorize.
6. The fighter / Marshal is from another Kingdom. Fighters / Marshals visiting from outside the Kingdom of Caid

may be extended fighting / Marshaling privileges if they have a valid SCA Combat Authorization Card. If you are given an expired card and the fighter / Marshal indicates their Kingdom ignores the expiration date – accept it, because the combat waiver is now tied into the membership card instead of the Authorization Card. Also, some Kingdoms are no longer issuing renewal cards. *If they previously lived in another Kingdom and have since moved into Caid, they must be re-authorized to CAIDAN standards so that they will be on the Fighter Authorization List.*

Fighter: Give them a copy of the New Fighter Authorization and send them to the site marshal to re-authorize.

Marshal: Send them to the site Marshal to get the Marshal-in-training paperwork.

If there is time pressure to start and the fighter applicant(s) has not yet completed the authorization, you may pencil them in on the end of List form and work sheet, treat their card as part of the Lists, pending completion of the authorization. Give them the BYE for that round if there is one. HOWEVER, if the applicant's name is called for combat before the authorization is completed and reported to you, they MUST FORFEIT that fight.

UNDER NO CIRCUMSTANCES MAY THE FIGHTER APPLICANT ENGAGE IN COMBAT UNTIL THE AUTHORIZATION IS SUCCESSFULLY COMPLETED AND REPORTED TO YOU.

If one, or more, applicant fighters must forfeit, you may have to rearrange fights and / or byes. Ideally, the scheduled opponents for unsuccessful applicant fighters should be paired together or paired with byes.

Lysts Officers will rarely have to fill out new cards, but still need to know how to read and fill one out.

Filling out an Authorization Card:

Check the List of authorized fighters. If you do not find the fighter on the database do not issue them a card. The only alternative proof of actual authorization is a letter from the Earl Marshal. Vouching by another does not get them a card. If you do find their name, fill out the card as per the information on the database and as shown in the above. (Only WARRANTED Lists Officers, Senior Marshals, and the Earl Marshal may sign combat Authorization Cards.)

- A. Enter the fighter's SCA name.
- B. Enter the fighter's mundane name.
- C. Your SCA name.
- D. Today's date.
- E. Initial in which type of activity the fighter is authorized. Use you SCA initials. If the fighter is authorized as a Marshal, please use the Marshal abbreviations as indicated below.
- F. Write in the weapons forms in which the fighter is authorized. Also put you SCA initials next to each entry.

Weapons forms:

Armored Combat
ACOH – One Handed weapon

Period Fence:
RP - Rapier

Target Archery:
CB - Crossbow

ACRH – Two Handed Weapon
ACCA – Combat Archery
ACSG – Siege

SL – Sager (heavy Rapier)

HB - Hand bow

Marshals:

Heavy:

ACMiT – Marshal-in-training
ACM – Marshal
ACSM – Senior Marshal
RM – Range Marshal
RMIT – Range Marshal-in-training

Period Fence / Light / Equestrian:

PFMIT – Period Fence Marshal-in-training
PFM – Period Fence (Rapier) Marshal
PFSM – Period Fence Senior Marshal (Provost)
EQM / EQC – Equestrian Marshal./ Equest. Ground Crew

Put your SCA initials next to the weapons / Marshal designations. Do not initial next to any weapons forms that are not on the database. Do not take a fighter's or Marshal's word on it. Otherwise, if the paperwork was lost, it may never show up properly in the Marshalate records.

Checking Cards:

Also, make sure the fighter is authorized in any required weapons forms for the tournament, such as great weapons. If they are not, they must either authorize or drop out of the Lysts.

Minors:

The minimum age to participate in heavy weapons combat in Caid is 16 years of age. The minimum age to participate in period fencing is 16 years of age. There is no stated minimum age to participate in target archery; that determination is made by the warranting Range-Marshal on a case-by-case basis.

NOTE: At the top of a minor's Authorization card, write in: MINOR and the date of birth. Use a highlighter to draw attention.

Minors (persons under the age of 18) participating in period fencing, and / or target archery are required to bring to each event:

1. A valid Combat Authorization Card.
2. Two copies of the Minor's Waiver and informed Consent to Participate form signed by his/her parent or court appointed guardian (L3A). These forms are should be done on colored paper. Minor keeps an original on his person. The second form, either an original or copy, is turned in and is treated as any other waiver. In the event that the parent / court appointed guardian is not physically present, the form must be notarized.
3. A Medical Authorization for Minors form signed by his / her parents or court appointed guardian. This form should be done on colored paper. This form also must be notarized if the parent / court appointed guardian is not physically present. In addition, a designated adult who may legally authorize medical treatment must be on site as long as the minor is active in the Lysts. Minor (or designated adult) keeps this form. Lysts officer MUST inspect the form at each event and insure that it is still current.
4. Parent or designated adult must remain present and observing at all times the minor is involved in any combat activities.

Sign-Up Sheets:

Keeping track of sign-up sheets is no problem when there is only one Lysts, but when separate sheets are kept for heavy champion, prize, melees, etc, it can become difficult (Photocopying the form on different colored paper helps here. Use one color per Lysts and then color coordinate your 3X5 cards with the sign-up sheet). When a fighter signs up: Ask them, whether it be verbally or by a sign, to PRINT CLEARLY. Use form L8A1 or L8A2.

NOTE: The following is a courtesy to the fighters. It is not required or guaranteed by Lysts.

This is also the appropriate time for a fighter to inform the Lysts Officer of any specific people the fighter does not wish to fight in the first round or two. This may include squires (or knights), people with whom the fighter trains regularly, husbands and wives, etc. Do your best to separate these people on your order of combat form. If someone should approach the Lysts Officer after the first round has been set up and requests not to fight a particular person, the Lysts Officer should tell the fighter that the draw cannot be changed. Even if it would be relatively easy to change, doing it once will cause the fighters to expect it and it is not always possible. (A simple way to ensure separation is to mark each fighter's name and card with a unique symbol, then check to be sure that symbols are not paired during the first two rounds.) It would also be unethical to change the course of the Lysts once it is in progress.

It is your responsibility to determine that EVERY Fighter / Marshal that goes on the field meets the SCA waiver and authorization requirements, EVEN IF a fighter will not be fighting in the day's Lysts, but will be engaging in Combat-Related Activities at that event (game rounds, challenges, open melees, fighting "bye" fights only, pick-up fights, etc.).

Use separate sign-up sheets for the various categories of participants for the day (ie. Heavies, period fencers, marshals). The Marshal-in-charge for the event will need a copy of the Marshal sign up sheets for inclusion with their report. It is a courtesy to give them the completed Marshal sign-up-sheet.

CHAPTER III: INTERFACING WITH OTHER OFFICIALS

Autocrat:

Sometimes you need to interface months in advance with the Autocrat. The Autocrat sometimes dreams up strange Lysts scenarios, which don't work in actuality. They don't always understand the methodology of running tournaments and what can / cannot be accomplished. Act as an advisor to them before the tournament and before ridiculous rules get published in the Crown Prints. By the day of the event, you will have, hopefully, much contact with the Autocrat and a firm grasp of what Lysts is to provide for the event. You need to check in with the Autocrat when you arrive on site to let them know Lysts is there, find out where to set-up and lean of any last minute changes. Tell them when you plan to open and close Lysts. You will likely continue to have contact with the Autocrat throughout the event as they seek updates or co-ordinate schedule adjustments, etc. They also need the results at the end of the event and a copy of your final report may be requested for their own reporting. Meal breaks will be designated as appropriate depending upon the requirements of the day. Please note, however, that fighters hate meal breaks and would prefer that combat not be delayed as a result of them.

Marshal of the Day:

The Marshal of the Day is responsible for all combat activities for the event. They will need to co-ordinate with you regarding most Lysts activities. They need to know numbers of participants, need for authorizations, recommended number of fields needed, etc. They should advise you if authorizations are available, and who to send fighter applicants to for authorization, how many fields among which to divide the fights, and any special or non-standard rules in effect. They will also let you know if a fighter needs to be assigned to a particular field for Marshalate supervision. They will be interfacing with you throughout the day as you and they orchestrate the combat activities. They need to have fighter numbers early to assign Marshals. They will work with you to decide on shifting fields from one use to another. The Marshal of the day will need the Marshal sign-up sheet for their report, please be sure to complete page two, this information is needed for their report.

Field Herald:

You will be working throughout the day with the field Herald coordinator. Included is a Heralds sign up sheet, many Heralds in charge like this form, give it to the Herald in charge at the end of the day. They will arrange for Heralds to call the order of combat at the start of each round and to have Heralds call each field. In the absence of Lysts pages, the Field Heralds are responsible to return properly marked Lysts cards to you as soon as the fighting round ends. Field Heralds should be reminded to mark the Lysts cards with a W in the win column for a win and a L in the loss

column for a loss. Either the Field Heralds or the Court Herald may be contacted to have announcements called. Such as – “Lysts are now open!” or, “lord John de Bros, please come to the Lysts table!”

Court Herald:

The Court Herald needs to know what announcements you need made in court and the results of the various Lysts. They may also be the Field Herald coordinator and / or furnish Herald support for your other announcements throughout the day.

Other Lysts Persons:

Doing Lysts is a time critical job. When Lysts are delayed, every one involved in the tourney is delayed. If the event is large, you may need one or more assistants. Arrange for them ahead of time. Small tourneys are a good place to train inexperienced persons. If the event is large, or you are falling behind, you may need to ask for help from other experienced Lysts persons. If approached by someone wishing to learn the job, explain that you might not be able to give them the attention they need right away, but that you will gladly explain what you are doing as time permits if they care to wait quietly. If you do not feel comfortable about training someone, tell him or her so! Not everyone can be a teacher. Put this person in touch with your superior. They will be happy to make arrangements for that person to get the training they want.

Lysts Pages:

Lysts pages are people (young or old) who help you out by picking up Lysts cards from the fighting fields and return them to the Lysts table, running messages for you and doing other duties as assigned. They are usually recruited by you and you have responsibility for them. The Field Herald coordinator may supervise them for you since they relieve the Field Heralds of having to return the Lysts cards to you.

Other Officials:

You will likely interface with other officials as their duties require input of help from you. The reigning nobles may have requests for you also.

A Typical Tourney Day:

1. Pack you personal and Lysts gear (check it twice) and drive to the event. Plan for early arrival. If you are late or leave forms at home, that could delay or destroy the event. You are likely to be the only Lysts officer with their kit at the event.
2. Check in with the Autocrat; find se-up site; set up; prepare for business.
3. Check with Heralds and Marshals; have Heralds call Lysts Open.
4. Run sign-up phase; send fighter applicants to authorizing Marshals if needed; inform Court Herald of court announcements.
5. Have pre-closure of Lysts and Lysts Closed announcements called.
6. Lysts is closed during court. In some cases, large events, the Crown Heads will give permission to have Lyst open during court.
7. Take sign-up Sheets to reigning nobles at that event. They have the right to prevent anyone from fighting if they so choose. Also at this time inquire as to whether Byes will be destructive or non destructive, by tradition they are non destructive.
8. Set up Lysts for the day; advise Field Heralds and Marshals when ready.

9. Run Lysts to completion; the Lyst Officer should watch as much of the fighting as possible, but the final round must be watched as the Lysts Offices records certify who is the winner of the day, tally results; do report(s).
10. Advise Autocrat and others of results; deliver waivers to Autocrat or local Seneschal to be forwarded to corporate headquarters; give the Marshal of the day the Marshal sign up sheet and the Herald likewise.
11. Clean up your site (and mess, if any) pack up your gear; load the vehicle and move on to other fun stuff having successfully done you duty.
12. ENJOY!!!!

CHAPTER IV: SETTING UP THE LISTS

Once all fighters are properly signed up the officer is ready to set up and run the lists for the day. How this is accomplished varies widely depending upon the format of the lists selected and according to personal preference. The two most commonly used variations are Double Elimination and Round Robin.

The easiest way to keep track of a double elimination tournament is to use the chart format. It shows at a glance which fighters are still in, which have been eliminated, and who each has fought. Before you fill the fighter cards, count how many belted fighters you have compared to unbelted fighters. Divide them equally throughout the list. Then, beginning from the top of your sign-up sheet and working your way down, fill in the spaces on the chart. Then fill in your fighter cards to correspond with the work sheets. Or you can put the names on the cards first and shuffle them like a deck of cards, using this as you order for the work sheet.(Note: the method used in placing the names in order on the worksheet varies. Some fighters anticipate that the order on the sign-up sheet influences the Order of Combat and they memorize their sign-up number or sign up at a particular number.) Each fighter is assigned a number indicating this starting position in the list. This number will be used to identify the fighter for the rest of the rounds. Each square on the work sheet is divided by a diagonal line. In the top (left hand) half of the square, the number of the fighter's opponent for that round is recorded; when the result of the fight is known, a win (W) or a loss (L) is recorded in the lower (right hand) half of the square. A sample of the first rounds of a tournament follows this page.

It must be remembered by all Lysts officers that the integrity and impartiality of the Lysts is determined by the Lysts office. It is imperative that the Lysts officer remains above reproach. You must treat all fighters fairly, without regard to preferences. This is why we are very strict in our adherence to rules. If you make an exception for one, you must make the same exception for all. It is very easy for a Lysts officer's name to become tarnished because they have "fudged" on the Lysts in one way or another. You do not want to be accused of "fixing" or 'seeding' the Lysts. It may sound impossible or ridiculous, until it happens to you. Maintain a reputation of fairness, keep accurate paperwork and accounting, and cover all of your bases.

Double Elimination:

Double Elimination Lysts allow more fighting for all parties, as a fighter must be killed twice to be out. The first round may be assigned by Lysts, by draw, or by challenge. Matches for the first rounds are determined as illustrated below. The idea is to match a fighter with the first person in the Lysts below that he has not fought. Be sure to separate fighters if requested to do so. This forms a natural progression. On occasion, the first eligible opponent must be

skipped to avoid repeated pairings farther down the Lysts. In all cases, the Lyst Officer should arrange the pairings so that each fighter, or the greatest number of fighters, faces an opponent who they have not fought. It should be remembered that the example shown below is three samples of ways to run the Lysts that is completely fair and impartial. If you have a way of running Lysts that suits you better, feel free to continue running your office your way, as long as it is impartial. One of the best way to insure your impartiality is to look at the fighters as numbers, not names.

If you have less than 15 fighters and suggest to the autocrats that you run a triple elimination tourney and if there are less than 12 suggest a Round Robin. Both of these styles allow a lot of fighting for very few fighters.

The first two rounds set themselves up automatically. For example, with an even number of entries:

ROUND #1	ROUND #2	OR	ROUND #2	OR	ROUND #2
1 _	1 _		1_		1_
2 /	3 /		8/		3/
3 _	2 _		2_		2_
4 /	4 /		3/		4/
5 _	5 _		4_		5_
6 /	7 /		5/		7/
7 _	6 _		6_		6_
8 /	8 /		7/		8/

With an odd number of fighters, the first two rounds would look like this:

ROUND #1	ROUND #2	OR	ROUND #2	OR	ROUND #2
1 _	1 _		1_		1_
2 /	3 /		9/		3/
3 _	2 _		2_		2_
4 /	4 /		3/		4/
5 _	5 _		4_		5_
6 /	7 /		5/		7/
7 _	6 _		6_		6_
8 /	9 /		7/		9/
9 Bye	8 Bye		8 Bye		8 Bye

Bye:

Notice that the bye progresses up the list from the bottom. Since a bye can be a great advantage, it is not fair to allow any fighter to have the bye twice unless all the other fighters have also had their turn. The simplest way to keep track is to be sure that the bye always moves up from the bottom one fighter at a time. If all fighters receive a bye, it begins again from the bottom. Sometimes the bye will be the determining factor in a semi-final round. If three fighters remain, two of who have had the bye and one who has not, the two who have had the bye must fight even if they have already fought each other and the fighter receiving the bye has not fought either of them. Byes may be treated in several ways. Sometimes, a fighter not competing in the Lists (often the reigning monarch or champion) will be selected or ask to be designated as "the bye". Any fighter drawing a bye, must fight this person so that they do not get a rest denied the rest of the fighters. Deaths in such bye combats do not usually count(non destructive) although they may at the pleasure of the reigning nobles.

After the second round, there will probably be some fighters eliminated. Each remaining fighter is matched with the

first person in the Lists below them that they have not fought. For example:

ROUND #1	ROUND #2	ROUND#3
1 _ win	1 _ loss	1 _
2 / loss	3 / win	5 /
3 _ win	2 _ win	2 _
4 / loss	4 / loss	3 /
5 _ win	5 _ win	Bye
6 / loss	7 / loss	
7 _ loss	6 _ loss	
8 / win	8 / win	

As you can see, fighters 4, 6, 7 dropped out because they had two losses. Cross them out in a recognizable way, to ensure that they will not accidentally be included in a future round. Because there are now an odd number of fighters,

beginning from the bottom, assign a bye. Next, look down the Lists to find the first fighter whom fighter 1 has not fought. This is fighter 5. The next person down the Lists whom fighter 2 has not yet fought is fighter 3. Just remember that after giving the bye, work your way down from the top, fighter by fighter, skipping over fighters who have been assigned a match with a fighter above their name. It is very logical and impartial. Continue doing this for each round.

If you are running a Triple Elimination event it is the same except that they are each allowed 3 deaths before dropping off of the lyst.

Round Robin:

Round robin are probably the easiest Lists to run, for the opponents in each round are already paired up on the round robin Lists sheet. All you need do is assemble the cards according to the predetermined pairings. It sometimes happens that injuries will force fighters out and the holes in the Lists must be patched by hand. This is something that you will have to play by ear to see how you will continue. The simplest option if fighters drop out of the Lists is to treat any remaining fights against them as a bye, or automatic win.

It should be remembered that round robins should never be run with more than ten fighters, as the fighters will be exhausted, you may be fighting past nightfall, and the chances of fighters dropping out increases. If you have too few fighters for a good day of double elimination or triple elimination tourney fighting, but too many fighters for one round robin tourney, split the field. Have six fighters fight a round robin on one field and five fighters fight a round robin on another and then have the victor from each field fight one another to determine who is the winner. Round robin sheets are provided for between 4 and 10 opponents, but it is not recommended that you go any further up. There are no odd numbered sheets as you will always have an even number of fighters. The last fighter being the bye.

Lysts Cards:

Once the fighting Lysts has been set up (double elimination or round Robin), set up the cards that will be taken out on the field. A page consisting of four or six cards has been provided in the forms section. This can be duplicated on card stock in a variety of colors, then cut up for individual use. Usually the Knights are on white cards, all other colors are up to the Lyst Officer. In either case, cards in a variety of colors prevent mixing up the different combat types taking place. Usually, on a blank card, in the upper right hand corner, you will put the number that matches your Lysts. Beginning at the left side, top line, put the fighter's name (Write legibly). In the body of the card, put the round numbers with a line beside each number. Once the round has been set up on the Lysts, pair the cards, shifting each set to alternate. Divide paired cards by the number of fighting fields in use for that combat. Clip each set of cards together and provide a writing implement to go out to the field with them. Clip the cards together on the bottom, near the right hand corner. Vertical cards should be placed so that the combatants' names are accessible without removing the clip. Ask the Heralds to mark the wins and losses with M and L's in the appropriate spots. Make a card for Lord Bye!

Melee Tourneys:

Melee tourneys can be run double elimination, single elimination, or round robin. Discuss with your autocrat how many fighters to put on a team, whether there are restrictions in terms of how many Knights per team, are alternates allowed, etc. It is helpful if you can make an announcement prior to Lysts to have fighters come to the table and sign up as a team. When the fighters come to the table, ask them if they have a team, if the team has been named yet, or if they are looking for a team. Have a few team sign-ups for fighters who do not have a team. After the teams have signed up on the melee sign-up sheet, use the team names on the double elimination or round robin forms.

After the teams have signed up, the melee tourneys are actually very easy to run because you are dealing with a smaller number of variables. You might have hundreds of fighters signed up, but only a few teams that need to be kept straight.

Bear Pit Tourneys:

Ran just like a Melee Tourney except the winning team absorbs the losing team!

Mad Dog Tourney:

Mad Dog Tourney are simple on the service. All fights are by challenge only, lysts does not set them up, but records the results as the day progresses.

There is usually some kind of reporting to the lysts of who has one each fight with points for fighting, winning and beating a knight. Usually the loser of the fights reports the results. Keep a close eye on the fighters, they do not have breaks to rest and drink water. Watch for signs of heat exhaustion and other problems.

CHAPTER V: REPORTING

The office of the Lysts is required to report back to various people at various times regarding their office. Make sure to keep copies of all paperwork for your personal records and for ease in yearly reporting.

At the Tourney:

The reigning noble and / or the event Autocrat will probably need to know who won. In some Lysts, this will be apparent to all; in Lysts run on a points system, it may not be so obvious. Also, be aware that the populace is curious; be prepared for many people to approach the table inquiring about who is left, who is undefeated, etc. This is a form of reporting, as well, and while this is less clearly a duty, it is a courtesy when possible

After the Tourney:

A report must be prepared in quad one copy sent to the Kingdom officer, one to the autocrat, one to the Seneschal and one for you. Use form L12A/B. This report should include the three top finishers (in order), as well as other important information (injuries on the field, special weapons forms or restrictions on this Lysts, problems with fighters / Marshals, etc. – if there is a problem requiring the Kingdom Lysts Officer's attention, flag it and / or call about it. Also, copies of the sign-up sheet, charts or other records of combat on a round-by-round basis, melee team listings / matches, etc. should be included with your report. The general rule-of-thumb is, if the local officer has a piece of paper concerning the tourney, a legible copy of it should go to the Kingdom Officer. Please send your tourney report to the Kingdom Officer within ten days of the tourney. (This is dependent on the preferences of individual Kingdom Lysts officers.) If your local group requires it, submit a copy of your report as well as a record of money spent for this event.

Always keep a copy of your report in your office records for your own and your successor's information.

A Canton Lysts Officer is a deputy to their Baronial Lysts Officer. They should check with their Baronial Lysts Officer if

the Canton report should go directly to Kingdom with a copy to Barony, or be submitted to Kingdom THROUGH the Baronial Lysts Office.

Other:

Some areas ask for more reporting of its officers. In some Baronies, you must give a monthly report at council meeting, a quarterly report, and a yearly report, as well as the event report. Ask your Seneschal what the reporting requirements are for your area.

Doomsday Reports:

Doomsday reports are due to the Kingdom officer December 1st. In them, the officer should report:

- a) Events of the past year
- b) Needs if you know you are weak in a certain area and would like help or instruction, ASK. If you are having a recurring problem in your area, perhaps other areas are also and the solution should be Kingdom-wide; perhaps another area has solved the problem and you can benefit by their experience.
- c) Suggestions. If you have solved a problem or come up with a new system for something, share it. These suggestions can be by way of criticism also. If you have a suggestion, don't wait! Report it immediately.
- d) The future. Is there some new kind of tourney that your area is sponsoring? Do you have a new deputy? Are you planning to quit in the next six months? This last is very important.
- e) Comments. Anything else you would like to say.

Ideas need not wait a year. Any time there is a problem, or a better way of doing things, please write or call immediately. The sooner discussed, the sooner solved.

CHAPTER VI: NON-STANDARD EVENTS

Non-standard fighting events are those events where the Autocrat, Marshal, or other persons with the power of decision, desire inclusion of new rules or procedures, modification of existing rules and procedures, or non-enforcement of existing rules and procedures. These can be as simple as requesting that all double kills be considered destructive (ie. Count as a loss to both fighters), to complex with combatants being required to use different weapon systems in each round, to very complex with melee teams involved in point based scenarios mixed with melee team membership changing between each round, to ultra complex (the definition of which I leave to your imagination.) Non-Standard events may also involve significant input and control from outside the Lysts and the Marshalate, and may involve props and equipment not usual to the tourney or melee field. Always be sure YOU understand what is planned and what others expect to do.

Non-Standard fighting events can be great fun for the participants, but are a potential disaster for the Lysts Officer. Preventing problems is not complicated. Information and communication are the keys. Unless a planned activity is directly counter to Kingdom or SCA Corporate regulations, it is likely Okay. You just need to make sufficient changes in procedures to accomplish the desired goal. If in doubt, check with the Marshals and you Lysts superior.

Never be afraid to ask questions! The Lysts person needs to know – IN ADVANCE – if any portion of the day's activities will be non-standard. It is useful for the Lysts Officer to attend local business meetings and discuss Lysts needs with Autocrats in advance. This is useful not only to keep current with their duties as officers, but also to hear about special plans and have Autocrats readily at hand. Find out as early as possible if something non-standard is planned for an event. Then, track down the non-standard elements and make sure you understand what is requested and what the spirit of the change is.

For example, if the Marshal wants double kills to be destructive (ie. both fighters take a loss from a double kill) that needs to be known to you so you will expect some fights not to have winners. Second example, Her Excellency

wishes each fighter to recite a poem to her before engaging in combat. This does not directly impact your running Lysts. But, You do need to know and plan for rounds to take longer, and the Heralds and Marshals to be busier. If you are not comfortable with your ability to implement the desired non-standard features, make up a mock Lysts and run through it looking for problem areas. Then, discuss these areas with the event planner to find procedures that work for you and give them the results they want. Make note of any problems you anticipate and plan how to mitigate or solve them. Usually, non-standard rules need to be COMPLETELY EXPLAINED to the participants to avoid bad feelings or safety issues.

Many times the planner will have only a partial idea of how they wish an event to go. As the Lysts Officer, it is imperative that you advise the Autocrat as far in advance as possible of your concerns or that a planned non-standard activity just will not work. Strive to find something that will allow the planner to have the activity they want, but in a format that can be made to work.

If the results are to be tabulated in a special way, the Autocrat should provide any special forms or formats early enough for you to be familiar with them. Be sure you bring spares of standard forms and the special forms in case errors are made. There are many ways to tabulate results aside from our standard tourney forms. Over time you will, likely, encounter many of them.

As with any other event, non-standard events require that proper waivers be signed.

Once the event is over, the autocrat receives a copy of the results and the waivers are handled as for any other event. Mark your report with the results and the disposition of the waivers. Keep a copy of your report for your office files and forward the report to you Lysts and area superiors.

CHAPTER VII: TARGET ARCHERY

Archery Authorization Cards:

It is the Lysts Officers responsibility to ensure that all archers and individuals participating on an archery field when shooting is in progress are properly authorized and have valid waivers on file. It is the archer's responsibility to present Lysts with a Combat Authorization Card and a site favor. If they have no site favor have them return to gate.

It must also be remembered that all archers / Range Marshals must be in garb when they sign up at the Lysts table. In Corpora, it states that all members of the Society must make an attempt at wearing period-looking garb. Archers / Range Marshals are not exempt from this rule. Therefore, do not allow an archer / Range Marshal to sign up at the Lysts table unless in garb.

The following are situations that you may find when checking Combat Authorization cards:

1. The archer / Range Marshal has a valid combat authorization card and a site favor. Have them sign up on the Lyst. There is no other requirement.
2. The archer presents you with a letter from the Minister of Archers stating that the archer has been authorized. Send them to the Minister of Archers to receive a fighter card..
3. The Combat Authorization card is expired. Send the archer to the Minister of Archers to reauthorize and receive a new card.
4. The archer presents you with a New Archer Authorization Form. Send the archer to the Range Marshal in charge. The Range Marshal-in-charge will give the archer the necessary paperwork, correct the test, and see that they are authorized. Once the archer has successfully authorized, the Range Marshal –in-charge will issue a new card.. Have the archer sign up on the Lysts.
5. The archer says he has authorized, but his temporary Authorization card has expired or he has no temporary

card. The Kingdom Minister of Archers must have a copy of every archer's authorization form on file; an archer is not fully authorized until the Minister of Archers has a copy of that form And it has been entered on the data base. If the archer has not sent in this paperwork and their temporary card has expired, they must reauthorize or not shoot that day. If the archer has sent in their paperwork but has not yet received a letter from the Minister of Archers, check the Fighters Authorization Lists. If the archer is listed have them go to the Marshal in charge for a new authorization card. If the archer is not listed they must reauthorize or not shoot that day.

6. The archer is from another Kingdom. Archers visiting from outside the Kingdom of Caid may be extended archery privileges if they have a valid SCA Combat Authorization Card. If the archer does not have a Combat Authorization Card, they must re-authorize. If the archer previously lived in another Kingdom and has since moved into Caid, the archer must be re-authorized so that the archer will be on the fighter Authorization list. Send the archer to the site Marshal to get the necessary paperwork to re-authorize.

The archer / Range Marshal does not have a valid combat authorization card. If the archer / Range Marshal wishes to participate in the day's activities, they must present you with a card. If it is in their car, they're tourney bag, or other accessible location, MAKE THE ARCHER GO AND GET THE CARD. If the archer cannot get this card, be it at home or lost, check the Fighter Authorization list. If the archer / Range marshal is on the List, issue the archer a new card. If the ARCHER is NOT on the Fighter Authorization List, the archer must re-authorize. [Exception: A Range marshal may verify a previous authorization for that particular event.]

Sign-Up Sheets:

Archery sign-ups require more information than combat sign-ups. The archery Sign-up Sheet (Form L15) provides room for all the normally requested information – check with the Autocrat before the event to make sure this form will work for their event. When an archer signs up; ask them, whether it be verbally or by a sign, to PRINT CLEARLY.

It is your responsibility to determine that EVERY ARCHER / RANGE MARSHAL that goes on the field meets the SCA waiver and authorization requirements. EVEN If an archer will not be shooting in the day's Lysts, but will be engaging in game rounds, or open shooting.

Use a Marshal's sign up sheet for the Range Marshals participating for the day (formL8B).

Archery Ranks:

Novice
Bowman
Yeoman
Forester
Bow master
Royal Bow master

Archery Forms:

Crossbow Divisions:
a) Open

Hand bow Divisions:
a) Open

b) Period

b) Longbow

c) Period

d) Junior (15 yrs & younger)

Range Marshal Ranks:

Range Marshal

Range Marshal – in – Training

Setting Up and Running the Lists:

Once all archers are properly signed up and everyone who needs to has signed a waiver, the Lysts Officer is ready to set up and run the shoot for the day. How this is accomplished varies depending upon the type of shoot(s)

selected by the Autocrat. Generally, archery shoots are very easy to run. Often it is a matter of tallying scores as they are returned to you from the Range Marshals.

Royal Rounds:

For events with Royal Round shoots, you will be provided with scoring forms (form L16A/B/C) that are treated in much the same manner as the cards for heavy and light weapons events. The Autocrat or the Range Marshal-in- Charge will let you know how many targets (or bales or butts) are available and how many archers should be assigned to each target per round. Transfer the archer information from the sign-up sheet to the Royal Round form, clip them together in groups of whatever size has been requested and give the Herald (or Range Marshal) one group for each available target – it may take several rounds to complete the Lysts. As the score sheets come back, check the math (you might want to bring a calculator for this) and note the totals down on whatever score sheet the Autocrat has provided / requested.

The Autocrat may request that you group archer's results by ranking and report the highest scorer for each ranking.

Caidan Open:

The Caidan Open is the only archery tournament that is run differently than the normal shoot. It is run in a manner closer to a weapons tourney. It is run like a standard double elimination tourney. However, the first round opponent assignment may be made by having less skilled archers choose a more skilled opponent. This is arranged for you by the Heralds and Range Marshals. You will be given the first round assignments. From then on run it as a regular weapons tourney.

Other:

There may be one or more variety (or fun) shoots, the Autocrat should provide you the information and the forms to run those.

Reporting:

Archery tournaments have the same reporting and waiver forwarding requirements as other tournaments. EXCEPT: Legible copies of all scores must also be sent to the Kingdom Minister- of-Archers. This is critical as the scores turned in determine an archer's ranking.

CHAPTER VIII: EQUESTRIAN EVENTS

Waivers:

Special waiver forms are required for equestrian events. Handle minor's forms in the same way as for minor combatants, current versions of this form can be downloaded from www.sca.org/docs and will be handled at gate.

All persons at the event must sign a standard waiver. This will normally be handled by the gate or troll, not by Lysts. Additionally, any participant (rider, equestrian Marshal, or ground crew) must also sign an equestrian waiver, without exception.

Score Sheets:

Forms can be requested from the Academy of Equestrian Arts. (Current versions of this form can be downloaded from www.sca.org/docs) Two types of scoring sheets are used for equestrian events. A Master Sheet with all events on it, which remains at the Lysts table. And an individual event scoring sheet for each individual event, which usually is taken onto the field and used by the event official(s) for scoring. As the Lysts person could be handling up to 6 events (plus specialty events), each at three levels of rider skill, the paperwork can become quite complicated and intense. Liberal use of clipboards, paper clips and binder clips, as well as colored papers, can be very helpful.

When entering the contestants names, be sure to specify which horse each rider is using.

Contestants in equestrian events consist of a specific rider and a specific horse – IN COMBINATION. Some riders will be classed at different skill levels based on riding a different horse.

After all events are run, the results from the individual event sheets are transferred to the Master sheet.

At the end of the event, a copy of the results and all waivers should be given to the Autocrat. Keep a copy of the result for Lists records and forward a copy to the sponsoring area, the Academy and your Lysts superior.

Signage:

(May 2004)

Society requires that we post signs, in conspicuous places around the event site, that clearly warn participants that equestrian activities are inherently dangerous. The signs MUST meet very specific requirements, for instance, they must be white with 1" high black letters and display very specific language. The Equestrian Marshal and the Autocrats of the event are responsible for these signs and most likely already have them at hand. (Current versions of this sign can be downloaded from www.sca.org/docs) Please make sure that the signs are posted and easily seen. One sign should be posted at the Lysts table.

Chapture IX: Youth Armored Combat

APPENDIX A

Suggested Contents of Lysts Kit

There are a number of supplies and forms that you MUST have to successfully run Lysts. Below are suggested contents for a minimal personal or office Lysts kit. Please feel free to add additional items as you gain experience.

NOTE: Be sure to regularly check your kit and replace used or out of date supplies. For a minimal Lysts Kit, these are the minimum items you will need to run Lysts:

1. Authorization Cards and current Lyst of Authorized fighters. Contact the Kingdom Lysts officer for a current copy of the list.
2. Lysts forms
3. Lysts cards (pre-printed or 3 X 5 cards), preferably in a variety of colors.
4. Clips (paper and/or binder in several sizes).
5. Pens and Highlighters (in several colors)

Optional items: (Add or delete items as necessary until you are comfortable with the contents of your kit.)

1. Paperweights. (Small bean bags work great)
2. Scotch tape, masking tape, and duct tape
3. Flashlight and batteries
4. Solar powered calculator
5. Stapler and staples
6. Scissors and Ruler
7. Safety Pins (multiple sizes)
8. Letter holder
9. Lyst Banner
10. Clipboards or clip less boards (These pack much more tightly)
11. Notebook with lined paper
12. Armored Combat, Equestrian, Rapier, Seige, Youth Armored Combat, Combat Archery and Target Archery handbooks
13. Post-it notes, several sizes
14. Glue stick
15. Whistle or loud bell
16. White-out
17. Sun screen, lip shield, hand wipes
18. Push pins
19. Rubber bands and or string
20. Table, chairs, tablecloths, pavilion
21. Plastic bags (zip lock & trash)
22. Bag or box to carry everything in

APPENDIX B

Sample Copies of Lists Office Forms

This section contains the forms needed to successfully run a Lists office and various types of events. You will not need all forms for each activity, but it is best to have them available, as you never know when an event may be changed or expanded.

Be sure to check for updates on a regular basis and to replace used or out-of-date stock.

Forms Lists:

(Current versions of WAIVERS should be downloaded from www.sca.org/docs)

1. Request for warrant	L1
2. Warrant of Appointment to Office	L2
3. Armored Combatant Sign-Up Sheet	L3
4. Armored Combatant Sign-Up Sheet (Page 2)	L4 5.
Rapier Sign-Up Sheet	L5 6.
Pick-up Sign-Up Sheet	L6 7.
Heralds Sign-Up Sheet	L8
8. Marshal's Sign-up Sheet	L9 9.
Double Elimination Worksheet page 1.....	L10
10. Double Elimination Worksheet page 2.....	L11
11. Double Elimination Worksheet page 1a	L12
12. Double Elimination Worksheet page 2a	L13
13. Round Robin:	
a. Four Fighters.....	L14
b. Six Fighters	L15
c. Eight Fighters	L16
d. Ten Fighters.....	L17
e. Twelve Fighters.....	L18 14.
Melee Combatant Sign-Up Sheet	L19
15. Mad Dog Score Sheet	L20
16. Lists Results Report	L21
17. Event Report (Archery)	L22
18. Lists Cards:	
a. Twelve Rounds	L23
b. Twenty Two Round	L24
c. Large cards	L25
19. Archery Sign-Up Sheet	L26
20. Royal Round Score Sheet	L27
21. IKAC or Royal Round Score Sheet	L28
22. Royal Round Score Sheet	L29
23. IKAC Round Score Sheet	L30
24. Clout Shoot Score Sheet	L31
25. Archery Score Sheet (Composite)	L32
26. Double Elimination Archery Score Sheet	L33
27. Equestrian Individual Score Sheet	L34
28. Equestrian – Composite Score Sheet	L35
29. Youth Armored Combat Sign-up-sheet.....	L36



REQUEST FOR WARRANT OF OFFICE

LEGAL NAME:

ADDRESS:

TELEPHONE: (HOME)

(OTHER)

MEMBER

EMAIL

ADDRESS:

NUMBER:

SCA REFERENCE NAME:

Let it be known that the above-referenced person is hereby requesting appointment to the office of Lists.

FOR BRANCH: __

OR AT LARGE:

EFFECTIVE AS OF:

AND EXPIRING AS OF:

Recommended by: __

Warranted official. Required for At Large officers.

Approved by:

Branch Baron: __

If applicable

Branch Baroness: __

If applicable

Branch Seneschal: __

If applicable

Kingdom Superior: __

Required

A COPY OF YOUR VALID MEMBERSHIP CARD MUST BE ATTACHED TO THIS REQUEST!

Reminder: You are not a warranted Lists Officer for a defined branch or "Officer at Large" until you have sent this completed request to the Kingdom Lists officer and have received a positive response in return and your name appears on the Kingdom Lists Officers official Warrant Roster.

- *Baronial Lists Officers require the approval of their Baron/Baroness and the Branch Seneschal*
- *Shire Lists Officers require the approval of the Shire Seneschal*
- *Deputy Baronial / Shire Lists officers require the approval of their area Lists superior as well as the Baron/ Baroness and or Seneschal.*
- *Canton Lists officers require the approval of the Baronial Lists Officer and the Canton Seneschal.*
- *At Large officers must have a recommendation from a Warranted Lists Officer.*

Form L1

**ARMORED COMBAT LYSTS SIGN IN SHEET
BARONY/SHIRE/CANTON;**

EVENT;

DATE; _

LOCATION

MARSHAL-IN-CHARGE; _

By entering my name in this lysts, I express my desire to participate in the day”s activities, and I affirm that my waiver for combat-related activities is still in force.

BELTED

UNBELTED

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