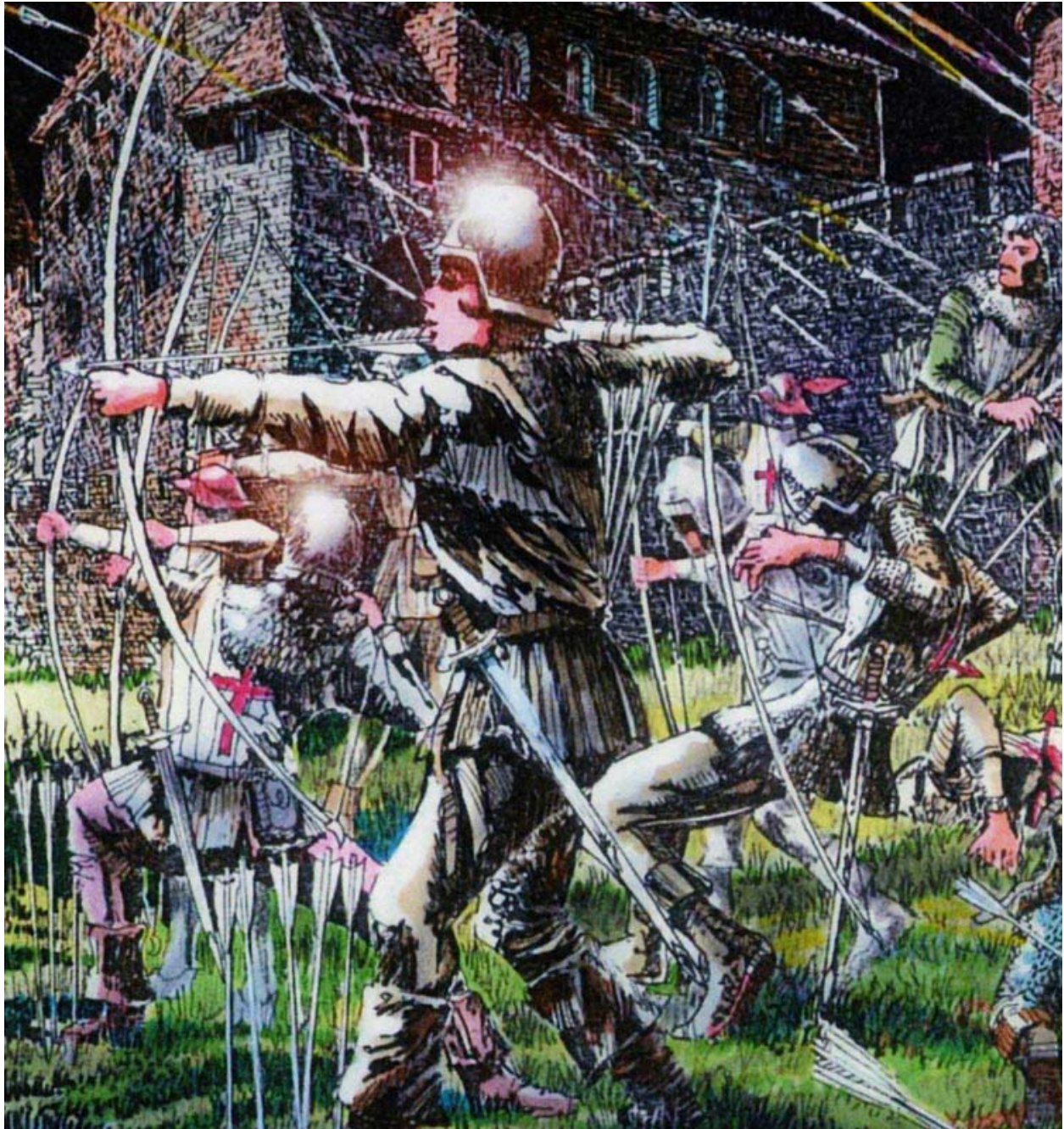


Archer's Handbook



Kingdom of Caio

Welcome to the latest version of the Target Archery Handbook for the Kingdom of Caid. This version started as a simple attempt to edit out some of the irregularities in the previous handbook. However, the knowledgeable Handbook Committee decided that a simple revision wasn't enough, a full rewrite was called for in order to fix the many little foibles, comply with recent edicts from the Board of Directors and institute a new class of Range Marshal. This new handbook is the result.

The largest change is the creation of Senior Range Marshals who can train Range Marshals in Training and authorize new Range Marshals. The archery community in Caid is now large enough to make Senior Range Marshals feasible and necessary. It is difficult for one person, the Kingdom Minister of Archers, to personally train and authorize every prospective Range Marshal and Range Marshal in Training. This eliminates the need for the impersonal Range Marshal classes and gives Range Marshals in Training more personal guidance and practical experience. It also gives the Kingdom a readily available pool of expertise to draw upon in the resolution of difficulties and for avoiding potential problems.

The Handbook Committee has done a spectacular job with this rewrite and they have my full respect and undying gratitude. Lady Suzanne Delaplane, THLord Fearghus MacCulloch, Lord John Mac Lucas, THLord Robert Lanternsmith, Lord Ursul Vladislavl' pravnuk and Lord Wolfgang Neuschel der Grau have given of their expertise, experience and time to make this Handbook the best yet. Deserving of special thanks is the chair and coordinator of the Handbook Committee, Lady Christina O'Cleary, who originally pointed out the irregularities with the old Handbook. Her initiative, organizational skill and especially her lack of complaint when I appointed her to this task have made this new Handbook possible. Thank you all.

So, to everyone reading the new Target Archery Handbook for the Kingdom of Caid, in the words of the ancient archer's blessing: I wish you steady hand, strong arm, sharp eye and sure shot.



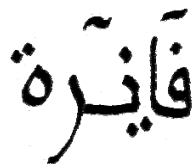
Allan Bluehood of Wood's End
Minister of Archers, Kingdom of Caid
12 May 2007, AS XLII



Sir Kolfinna Kott
Earl Marshal, Kingdom of Caid



Edric
al-Malik al-Caid



Faizeh
al-Malika al-Caid



Drogo
al-Caid



Ithuna
Lady Caid

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This document is the official Combat Handbook for the Kingdom of Caid. The Kingdom of Caid is a branch of the Society for Creative Anachronism (SCA), and these combat standards are published as a service to the SCA's membership. Members of the SCA may copy and distribute this document to other members of the Society so long as copyright credit is given and no changes are made in the text. This is not an official publication of the Society for Creative Anachronism and does not delineate SCA policy.

The Caidan Archery Handbook is a supplemental document. This handbook assumes familiarity and knowledge of the Society Archery Handbook. The information found in this handbook contains additional rules to the Society Archery Handbook and should be implemented as such. The maintainer of this document is the Kingdom Minister of Archers.

Cover Art © Robert McAllen, known in the SCA as THL Robert Lanternsmith.

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1. Appointment and Duties of Officers

a. The Minister of Archers

In Caid, the Ministry of Archery is headed by the Minister of Archers. The office of the Minister of Archers is a lesser Kingdom office. The Minister of Archers is part of the Marshalate and therefore answers to the Kingdom Earl Marshal and the Crown. On appointment, the Minister of Archers must be a qualified Range Marshal in good standing in Caid.

The Minister of Archers is selected by the Earl Marshal, subject to the approval of the Crown, and serves for a term of two years. The Earl Marshal may appoint a candidate to this position in one of several ways: by polling the populace, receiving recommendations from the archery community and/or suggestions from other branches of the Marshalate or the Crown. The Minister of Archers may not hold other offices.

Duties

- Warranting all Captains of Archery, Lieutenant of Archers, Senior Range Marshals and Range Marshals. Maintains a List of Warrants for Territorial officers and Range Marshals.
- Maintaining and enforcing the rules for safety.
- Working with the Academy of Archers for the promotion of archery in Caid.
- Maintain authorization system and database (a computerized database is preferable) for archery authorizations and score keeping.
 - Database should include geopolitical subdivision, rank, and authorization status.
 - The database should be accessible through the Kingdom website.
- Enforce a system of reporting by the Captain of Archers and Range Marshals, and providing a summation of these reports to the Earl Marshal quarterly.
 - Reporting Kingdom archery scores in the Kingdom newsletter (The Crown Prints) as well as to the IKAC coordinator at the SCA Corporate level in a timely manner.
 - The Minister of Archers will make a presentation at 12th Night with the IKAC leaders in Caid based on the top three scores published by the IKAC coordinator.

b. Deputy Minister of Archers

The Deputy is designated by the Minister of Archers, is warranted by the Kingdom Earl Marshal and serves at the discretion of the Minister of Archers with no set term limit.

Duties

- The Deputy Minister of Archers will be prepared to assume the full duties of Minister of Archers.
- The Deputy reports to the Minister of Archers as required, and assists with special projects, training, etc.
- The Deputy may be required to act for the Minister of Archers in specified matters at the discretion of the Minister of Archers, whereupon the duties, responsibilities and authority of the Deputy will be the same as the Minister of Archers.

c. Captain of Archers

A territorial office. The Captain of Archers reports directly to the Minister of Archers for all archery activities within a given geopolitical subdivision of the Kingdom (Barony or Shire), including tournaments and score submissions. The Captain of Archers may appoint Deputies as necessary to aid in the performance of their office (see Lieutenant of Archers).

A Captain of Archers must be a warranted Range Marshal. The Captain of Archers is selected by the local geopolitical group (this may include the local Baron, Baroness and/or Seneschal) with approval of the Minister of Archers. The Warrant of Office for a Captain of Archers is in addition to the warrant for Range Marshal and is for a specific time period, normally two years, but may be reviewed as often as all parties choose.

Duties

- Ensuring the safe conduct of archery in his/her group, according to the rules set forth by the Minister of Archers and the Target Archery Handbook of Caid.
- Organizing archery activities within their local geopolitical group.
- Checking territorial equipment for obvious safety hazards and for SCA compliance.
 - If a new unauthorized archer attends practice with their own equipment, the Captain of Archers shall review their equipment check.
 - The Captain of Archers shall be aware of all potential hazards with equipment at the practice/event.
- Compiling and submitting reports to the Minister of Archers one week following to the end of each quarter (March 7th, June 7th, September 7th, December 7th) on the state of archery in their area of responsibility as well as on all events held during that quarter and any significant items (injuries, authorizations, archer problems, etc.).
 - Reports may be submitted as articles to local newsletters (with copies sent to the Minister of Archers) or as emails.
 - The December 7th Report is the required Doomsday Report for all territorial officers.
 - As a territorial officer, the Captain of Archers is also required to report to the local Seneschal as requested.
- Maintaining accurate records of all archers within their area of responsibility containing the following information: SCA Name, Mundane Name, style of bow, rank, scores recorded at practice, etc. This may be done through updating the database on the Kingdom website.
- Serves as a member of the Captain's Council in the Academy of Archers.
- A territorial Captain of Archers may elect to submit renewals for Range Marshals in their area as part of their Doomsday report.
 - If they choose to do this, they must include proof of valid membership for those Range Marshals whose warrants they are renewing (such as a membership number or copy of membership card).
 - Range Marshals trusting their Captain of Archers to submit reports for them must report to the Captain of Archers with the information needed in the report.
 - Territorial Captains may elect not to submit reports for their area Range Marshals.
 - If the Captain decides not to submit reports, each individual Range Marshal is still responsible for completing their yearly reports.

d. Lieutenant of Archers

A Lieutenant of Archers need not be a warranted Range Marshal, but must be at least a Range Marshal-In-Training. If the Lieutenant of Archers is a Range Marshal-In-Training, the Lieutenant must have a warranted Range Marshal present to conduct official practices and competitions.

Lieutenants may serve as territorial officers for Cantons, Colleges, etc. They report to the Captain of Archers for the Barony. A Lieutenant of Archers is appointed by the Captain of Archers and serves as their deputy. A Lieutenant of Archers should be ready to take the place of the Captain of Archers if needed.

Duties

- A Lieutenant of Archers is responsible for the archery activities assigned to them by the local Captain of Archers.
- The Lieutenant's role is to assist the Captain of Archers in the performance of his/her office and serves as a member of the Captain's Council in the Academy of Archers

e. Senior Range Marshal

A Senior Range Marshal is the archery equivalent of a Senior Marshal. Senior Range Marshals are appointed by the Minister of Archers based on experience and recommendations from other Range Marshals. It is recommended (but not required) that all territorial Captains of Archers be Senior Range Marshals. Candidates must have at least two years active experience as a Range Marshal in the SCA to

be considered for the position of Senior Range Marshal. The Minister of Archers may choose to waive the Range Marshal experience requirement at his or her discretion.

The system is a mentor program. Both parties must agree to work with each other to complete the process. If a Senior Range Marshal feels they cannot serve in the capacity needed by the Range Marshal in Training, they should discuss alternative options. Senior Range Marshals should work with only as many Range Marshals in Training as they feel comfortable.

Duties

- Work with Range Marshals-In-Training to improve their skills and knowledge of the rules of archery in Caid.
- Assist with the RMIT checklist and serve as a reference point for Range Marshals in Training.
- Has the final say in whether or not a Range Marshal in Training should be recommended for warrant.
- Along with Range Marshal reports, Senior Range Marshals should include status updates for each Range Marshal in Training they have agreed to take on.

f. Range Marshal

Persons desiring to become a Range Marshal must follow the procedure under "Range Marshal-in-Training." When a person becomes a Range Marshal, he/she is added to the List of Warrants by the Minister of Archers. The Warrant for Range Marshals must be renewed each year.

A Range Marshal is the local authority on archery safety and on the Caidan Rules of Archery. He/she ensures the archers are safe on the field, and that they know, understand, and obey the Caidan Rules of Archery. All Range Marshals must be eighteen (18) years of age or older and a current member of the Society for Creative Anachronism, Inc.

Renewal of Warrant/Yearly Reports

- Renewals are due each year by June 7th and should be sent to the Minister of Archers.
- The minimum required is an email or postcard with his/her mundane name, SCA name, address, phone number, membership number, and a statement that he/she wishes to continue being a Range Marshal.
- Yearly reports should include the following information about a Marshals activities during the past year:
 - Names of Archers authorized
 - Events participated in as a Range Marshal
 - Any incidents that required reporting that occurred while serving as a Range Marshal
- Proof of Membership is required for all renewals of warrants. A valid membership number or a copy of the Marshals membership card are acceptable forms of proof of membership.
- If a Range Marshal elects to have their reports submitted by their local Captain of Archers, they must still make a report to the Captain of Archers with the above information.
- Range Marshals choosing to report through a Captain of Archers must have their yearly reports to the Captains by June 1st.

Duties

- Authorizing target archers.
- Assisting the Range Marshal in Charge or the Captain of Archers as required.
- Maintaining general safety on the line.
- Assist Range Marshals-In-Training in completing their checklists.

g. Range Marshal in Charge

This title designates the Range Marshal in charge of an event. This may be the only Range Marshal present, or any Range Marshal up to and including the Minister of Archers.

- The position of Range Marshal in Charge must be filled with a warranted Range Marshal.

- The Range Marshal in Charge supervises the conduct of all archery activities at an event and is responsible for the activities of the Archery Lists. The Minister of Archers is considered to be the Range Marshal in Charge of the Queen's Champion Archery Tournament regardless of its location.
- The Range Marshal in Charge reports scores from the tournaments they are in charge of as well as reports advancements in ranks of archers.
- The Range Marshal in Charge assigns Range Marshals to run the field at their event(s).
- The territorial Captain of Archers is considered the Range Marshal in Charge for all local published practices.

Anyone can bring a matter before the Range Marshal in Charge: a rules violation, unsafe behavior, illegal weapons use, etc. and get an (almost) immediate response. The individual complaining should bring their complaint to the Range Marshal in Charge of the event and request they review the matter.

Injury Reports

The Range Marshal in Charge is responsible for filing an Injury Report whenever an injury occurs at an archery event. A copy of the report must be filed with the Minister of Archers and the Kingdom Earl Marshal within 5 days of the occurrence.

h. Range Marshal of the Field

Responsibilities include supervising activities on their assigned field, pertaining to archery and safety. A Range Marshal of the Field must be a warranted Range Marshal, or a Range Marshal-in-Training working under the direct supervision of a warranted Range Marshal.

i. Archery Event Autocrat

The Archery Event Autocrat does not need to be a Range Marshal or Range Marshal in Training, but it helps.

Duties

- Acquire the site for the event along with permission to use the space as an archery range if it is not already an area designated specifically for the use of archery.
- Organize the Range Marshal in Charge and Range Marshals of the Field, where applicable.
- Work with the Range Marshal in Charge to safely set up the archery range and event area.

Event Reports

Are the immediate responsibility of the Archery Event Autocrat (see Event Report Form, Appendix B). The Archery Event Autocrat will send one (1) copy of the report to the Territorial Captain of Archers where the event took place – if the Territorial Captain of Archers was not the Archery Event Autocrat, and one (1) copy to the Minister of Archers. Event Reports are due ten (10) days following the event.

Archery Scores

All score sheets must include the name of all archers, their geographical affiliation, the scores for the individual ends, and the total score. The Archery Event Autocrat of an event that generates archery scores forwards the scores to the Territorial Captain of Archers and to the Minister of Archers. All scores for a given shoot/competition must be received within 10 days of the end of that shoot/competition. The deadlines for InterKingdom (IK) scores are determined by the IK Coordinator.

j. Range Marshal-In-Training

Becoming a RMIT is the first step a person must take when he/she wishes to become a warranted Range Marshal.

- The candidate is under the direct tutelage of the Archery Office and is subject to instruction and correction by any warranted Range Marshal. RMIT's are to be recommended for warrant by their Senior Range Marshal.
- To become a Range Marshal, a person must satisfactorily complete the RMIT checklist under the tutelage of a Senior Range Marshal. This includes:
 - At a minimum, run one (1) round, of an official archery tournament and four (4) other archery shoots, under the supervision of the Range Marshal in Charge.
 - One (1) round is defined as an entire Royal Round during competition or other equivalent.
 - Four (4) archery shoots are defined as territorial practices or a series of warm-ups at events (e.g., the time the range is open for shooting before a tournament). During these shoots, RMIT's should display knowledge that leads to completion of the checklist.
 - An archery shoot is defined as any event at which official scores may be shot, including regularly scheduled and published practices and official events.
 - Running at least one authorization for participation in target archery will also be conducted as part of the RMIT process. Such authorizations can be staged if there are no archers needing authorization.
 - Candidates must have the ability to project commands so that they may be heard by all archers on a line.
 - Candidates must show competence in inspecting equipment for safety.
- While there is no set time limit for completing the Range Marshal in Training process, it is recommended that the Range Marshal in Training and the Senior Range Marshal discuss a time line for completion and revisit the time line as needed.
- The candidate must receive the recommendation of two Range Marshals as well as their primary Senior Range Marshal, and pass a written test of the Archery Office (see Range Marshal Authorization Test, Appendix B).
- RMIT's may assist in the authorization of archers if:
 - There is a warranted Range Marshal present.
 - The Senior Range Marshal feels they have enough knowledge to adequately administer the procedure.
 - They do not sign off on the final authorization. The supervising Range Marshal should complete the sign-off and the paperwork.
- The Senior Range Marshal must verify current SCA membership of the candidate before signing final paperwork. This can be done either by viewing their physical membership card, or checking the online database.
- A copy of the completed warrant and the written test shall be sent to the Minister of Archers for the warrant to be in effect.
- Range Marshals In Training will assist with the running and safety of the range as requested by the Range Marshal in Charge.

2. Authorization of Archers

All new archers must show that they are safe and are familiar with the Rules of the Line and the Kingdom safety standards of that form. To this end, they must take and pass a two part authorization. These parts consist of a written safety test (Appendix B) and a performance safety test.

- The testing Range Marshal must have the authorizing archer complete the written test prior to completing the performance part of the authorization.
- There will be two separate practical authorizations, one for Handbows (Recurves and Longbows) and one for Crossbows.
- Authorizations are not required to participate in a practice however they are required to compete in tournaments. Archers must show valid, unexpired proof of authorization in order to be able to compete.
- All authorizations for target archery must be held at an SCA event (this includes published practices).
- An authorizing Marshal may choose to place further qualifications on an authorization (such as requiring two separate sign-offs for practical exams) in extreme circumstances. If such an instance occurs, the Minister of Archers should be notified immediately with the prospective archers contact information and a full account and reasoning for the additional qualifications.

a. Written Safety Test

The test is open-book, and no more than three (3) questions can be incorrectly answered, or the archer may not authorize on that day. Regardless of whether the test is passed or failed, the Range Marshal administering the test shall go over the questions answered incorrectly with the authorizing archer, to make sure he/she knows the correct answers.

If the authorizing archer misses more than three (3) questions, the authorization is terminated. The new archer then must wait for a subsequent event and take the written test again. Once the written portion is passed, the authorization may continue. At the discretion of the Authorizing Marshal, an archer who has missed fewer than five (5) questions on the written test may retest at a later point at the same event, after further review of the archers handbook. If the Authorizing Marshal decides to let the archer take the test again, they should not review the missed questions until the test has been taken a second time. If the archer fails the test a second time, the authorization must be terminated.

- The written test must be taken in the presence of the authorizing marshal. No tests shall be completed ahead of time.
- Tests may be read aloud and transcribed in special circumstances, such as archers with dyslexia, at the discretion of the Minister of Archers.

b. Caidan Archery Information

It is recommended that, time allowing, the authorizing Marshal give the prospective archer(s) a brief overview of specifics relating to archery in Caid. This is to give new archers familiarity with subjects that go beyond the scope of the Basic Safety Test but are important knowledge for all archers in Caid. For this reason, a new archer will not be tested on this material, but it is recommended to pass on the knowledge. The authorizing Marshal may elect to go over the following points:

- The different archery positions in Caid and who they answer to (Minister of Archers, Captain of Archers, Senior Range Marshal, Range Marshal, Marshal in Charge, Marshal of the Field)
- The purpose and goals of the Academy of Archers (including the duties of the Regent, the bi-annual meetings and other functions offered and supported by the Academy)
- The grievance procedure (including the complaint process, explaining that this is a last resort after talking to the person and it is in place as a safeguard)

c. Performance Safety Test

In all instances, the Range Marshal is trying to answer one question about the archer: Will they present a danger to themselves or others on the field? If the answer is NO, in general, they should be authorized. This is NOT a test of ability, but of safety. The only participants necessary for the safety test are the archer and the authorizing Range Marshal. Authorization can be performed by any warranted Range Marshal.

- Have the archer demonstrate that he/she is familiar with the safe and proper way to handle the form being authorized in.
- Have the archer string the bow. This must be done in a safe manner (and is not necessary for crossbows).
- Have the archer demonstrate the procedure for checking the integrity and safety of their archery tackle. The archer should demonstrate familiarity with the pre-shoot inspection requirements for their equipment.
- The shooting portion of the test shall consist of at least two (2) ends of six arrows each, at 20 yards and at least one (1) speed end of 30 seconds at 20 yards. The archer must be able to handle his/her equipment with safety and not become flustered during the speed round.
- At the discretion of the Range Marshal, an archer who practices regularly with a territorial group and whose ability has been observed on numerous occasions by the authorizing Marshal may not have to complete the performance authorization in its entirety.

d. Subsequent Authorizations

An archer who wishes to compete in a form that he/she is not authorized in must complete a Performance Safety Test for that form. It is not necessary to retake the written test.

e. Reauthorizations

All authorizations are issued for a period of up to, but not exceeding, four (4) years. Authorizations will expire on the participant's date of birth.

To reauthorize, the archer must answer a minimum of three safety questions verbally and demonstrate continued knowledge of the rules of the line and safety with their equipment. An archer that regularly attends practices needs only a sign-off from the territorial Captain of Archers or other local Range Marshal. Range Marshals may not reauthorize themselves.

Once an authorization has expired, an archer has two months to complete the reauthorization process. If the process is not completed within that time, the archer will have to go through the entire authorization process again.

f. Authorization Paperwork & Cards

The authorizing Marshal shall either signoff on an existing authorization card or obtain a new card for each authorized archer. The authorizing Marshal will send copies of all completed paperwork (test and performance authorization) to the appropriate officer within one month of the completed authorization. The Marshalate database will then be updated to reflect new authorizations in a timely manner. For current paperwork procedures, please refer to the Marshalate website (<http://marshal.sca-caid.org>).

If the Range Marshal is out of official cards, the temporary card on the authorization form may be completed. The temporary card is valid for two months. If an archer waits more than two months to get a permanent card, they will have to complete the authorization process in its entirety. If a temporary card is issued, the newly authorized archer should take the temporary card to a lists officer to receive an official card.

3. Equipment Inspection and Participation Guidelines

All archers have the final responsibility for the condition and safety of their equipment. If the Range Marshal in Charge deems any equipment as unsafe, he/she may bar the use of that equipment. If this occurs, the Range Marshal in Charge must include information about the incident in the Event Report.

a. Appearance on the Field

- As in all aspects of the SCA, the archery community strives to have a period appearance on the field. Therefore, the use of modern equipment should be limited as much as possible and the use of period equipment should be encouraged in the archery community.
- The archer should appear as a reasonable example of an archer from the SCA's period of study to the casual observer.
- These rules are to be enforced for all participants on the field, including Range Marshals. Water bearing equipment is specifically exempt from these rules.
- Marshals are reminded that the intention of the rule is to attempt to improve field appearance while still allowing participants on the field. If someone is border-line in compliance, allow them to participate, but notify them of the issue and request they rectify it. For example, obvious denim jeans or other modern clothing. If they are repeat offenders, they should be requested to rectify the offending item or object before being allowed to participate.
- Undisguised metal risers may not be used by a participant in archery in the Kingdom of Caid if that component is completely visible to other archery participants or spectators. Metal risers should be disguised with fabric/leather. Such covering must be in a manner to disguise the material in an attempt to display historical pre-17th century equipment to the average passerby.

b. Participants

- All participants should be in suitable physical and mental condition: not drunk, impaired by medication, or excessively tired.
- Participants should wear clothing that does not interfere with safe shooting. Loose fitting clothing should be tied back out of the way and medallions or other jewelry should be tucked inside the clothes or not worn.
- Participants with long hair should take appropriate precautions when shooting to prevent their hair from becoming entangled in the bowstring.
- Participants must show proof of authorization to compete in a tournament. Proof of authorization is not required for participation in practices.

c. Who Can Participate

- All persons 18 years or older may participate in all Caid archery events, provided they have been authorized by a warranted Range Marshal and the paperwork has been filed with the Minister of Archers.
- Persons 14 through 17 years of age may participate if they have passed the proper authorizations and have a properly executed minor's waiver and medical authorization form on their person.
- Persons under 14 years of age may participate in archery competitions as long as they have passed the appropriate authorizations and have a parent or legal guardian in attendance at the event with them.

d. Waivers

- All archers shall have a properly executed wavier, in accordance with Corporate and Kingdom law.
 - Waivers are required at all published SCA archery events, including practices.
 - Completed waiver forms should be brought to the territorial Seneschal who will then send them to the Kingdom Deputy Seneschal for Waivers.
- Archers shall keep proof of Waiver on their person while participating.

- A blue SCA Membership card counts as proof of waiver. If an archer is not a member, a site token counts as proof of waiver as a waiver will have been signed when the site fee was paid.
- Those members with white membership cards must sign a waiver.

e. Hand Bows

- Recurve and longbows of any length or draw weight are allowed within the safety of the range.
 - There are no draw weight limits for target archery bows. However, should a Range Marshal observe that an archer is using a bow too heavy or overdrawn for them to safely shoot; the Range Marshal will require the archer to stop using the bow.
 - Compound bows, stabilizers, kissers, clickers, overdraws, adjustable arrow rests (which allow adjustment for windage and elevation), bow sights, multiple nock points, and mechanical string releases are not allowed.
- Archers may use bare fingers, a tab, or a glove as a release. Mechanical release aids are not allowed. Special consideration may be given to those archers with a physical disability at the discretion of the Minister of Archers.
 - Period style releases are allowed, but the archer must know how to use them safely.
 - Period style releases are not allowed in the Junior Division.
- Bows may have marks on their limbs for assistance in sighting only if used in the Open division.
- Nocking points on the string and simple arrow rests are allowed. Simple arrow rests include the bow hand, the bow shelf, or any attached nonadjustable rest. (A nonadjustable rest is one that cannot be readily modified to compensate for windage, elevation.) Cut out shelves are not allowed in the Period Division.
- Archers are responsible for their own bows.
 - Bows should be in good condition, with no obvious flaws. They should be free of cracks or gouges. (Laminated bows sometimes have small cracks in the fiberglass running up and down the limbs. This condition is not serious unless the crack goes through both the wood and the fiberglass.) Bows that have cracks that go across the limbs should be rejected as unsafe.
 - Bow strings should not be excessively frayed or have broken strands. They should be well waxed.
 - Bows and strings should be inspected while the bow is strung.
 - Nock points should be tight and preferably placed over a protective serving. The nock should not have cut into the string when it was installed.
- The maximum draw weight for the Junior Division is 35 pounds, as determined by the label on the bow.

Arrows

- Arrow shafts must be made of wood with feather fletching.
- Plastic nocks and self nocks that are reinforced by thread wrap or by horn, bone, or other material are acceptable.
- All arrows must have non-broadhead points (most commonly standard field points) firmly attached and in good condition. Broadheads are never permitted under any circumstances.
- Archers are responsible for their own arrows.
 - Check the overall condition of the arrows. If they seem to be in good condition, it is not necessary to inspect every single arrow. If they are in poor condition, check the worst looking of the group. If many are found to be unusable, check them all.
 - Check the arrow for cracks. (Sometimes the paint or varnish on the arrow had cracked, but not the wood itself.) As long as the wood is not cracked, this is acceptable.
 - Check the nocks to be sure they are free of cracks and are securely attached.
 - Check the fletching to see that they are securely attached and are in suitable condition.

f. Crossbows

- *Not all archery ranges in Caid allow the use of crossbows. If a crossbow competition is not specifically outlined in the event announcement, contact the Event Steward ahead of time to confirm the use of crossbows.*
- There are no weight restrictions on crossbows. However the Range Marshal will disallow a crossbow if sufficient backstop material is not available. Crossbows shooters are advised to supply a backstop that will stop their bolts.
- The prod may be of wood, metal, fiberglass, or laminated wood and fiberglass. All prods are liable to fatigue and should be visually inspected by the archer prior to **each** end.
- There may be no compound prods or modern trackless style crossbows. No optical sights are allowed. Adjustable, open, or peep-sights are in period.
- Exceptional care must be taken with cocked crossbows, as the trigger mechanism can be very sensitive. Trigger safety mechanisms are encouraged.
- Crossbows with non-period cocking devices, allowing rapid fire, (i.e. Barnett 'Panzer') are allowed only five bolts in a 30 second speed round.
- Crossbows may be shot from any position, but without artificial support.
- Archers are responsible for their own crossbows.
 - Check the string for excessive wear, especially where the string rubs along the stock.
 - Make sure the release mechanism is in good condition.
- Crossbows are not allowed in the Junior Division.

Crossbow Bolts

- Bolts must be made of wood with feather fletching, or of other period construction with the approval of the Minister of Archers.
- Broadheads are never permitted under any circumstances.
- Archers are responsible for their own bolts.
 - Check the bolts for cracks and deep gouges.
 - Bolts must have non-broadhead points, in good condition.
 - Fletching must be firmly attached and in good condition.

g. Archery Forms

There are two archery forms, Handbow and Crossbow, which may be subdivided into several divisions. This is done to encourage archers to try different variations within these two forms.

Handbow Form

- Open Division
The purpose of the open division is to provide as many as possible the opportunity to try their hand at archery. This division includes all handbows such as longbows, takedown longbows, recurves and takedown recurves of any length or poundage. The bow should be made primarily of wood and/or fiberglass.
- Period Division
The purpose for the period division is to encourage archers to try to use archery gear that is modeled after those used before 1600. Both long bows and recurves (Mongolian, Japanese, etc) may be used. Modern materials (i.e. artificial sinew, fiber glass, etc.) may be used as long as the use does not give an unfair advantage in performance over period materials. Arrows must be self-nocked (footed, etc. No plastic nocks are allowed in the Period Division). The archer should be able to document the parts of their gear.
- Junior Division
The purpose of the Junior Division is to encourage the art of archery among the younger members of the Kingdom and to assist them in their transition to adult archers. This Division is open to all children and young adults, residing within the borders of the Kingdom of Caid, that are 14 years of age or younger. This Division will encompass all archers and no delineation will be made between recurves, takedowns, or longbows. There will be no crossbows in the Junior Division.

- Junior Division archers are responsible for the information in the Caid Archers Handbook and must pass the youth authorization procedure. The youth authorization includes an additional safety test for parents. The practical portion of the authorization for youth archers does not include a speed end.
- Particular attention should be paid to safety rules and Rules of the Line.
- Their responsibility is the same in that regard as any authorized adult archer.
- Junior Archers will need to reauthorize after they become 15 years old and start shooting in the adult divisions.

Crossbow Form

- **Open Division**
The purpose for the open division is to encourage participation by all archers interested in the crossbow. All crossbows except those with compound prods are allowed.
- **Period Division**
The purpose of the period division is to encourage archers to use equipment with a more period style. The crossbow should in form and function should replicate those made before 1600. They may not have a modern style lock or trigger. The prod may be of any material and must be attached by period materials. Artificial sinew may be used, but not Nylons or Dacrons. The nut in the lock mechanism may be of any material. The string may be of any material. Bolts must be of any wood and are to be fletched with feathers, parchment or other period materials. The archer should be able to document the parts of their crossbow.

h. Kingdom Ranking

The Kingdom of Caid maintains a system for the ranking of archers. This is determined by the average of that archer's three highest Royal Round scores in any of the recognized divisions during a twelve month period. An archer may achieve separate ranks in each of the divisions. A rank, once achieved, is never lost. Junior Division Archers use the average of their highest Junior Royal Round scores. Junior Division rank will be preceded by the term "Junior". The ranks and score required are described below.

Score	Rank	Junior Division Rank
0 - 24	Novice	Junior Novice
25 - 44	Bowman	Junior Bowman
45 - 64	Yeoman	Junior Yeoman
65 - 84	Forester	Junior Forester
85 - 104	Bowmaster	Junior Bowmaster
105+	Royal Bowmaster	Junior Royal Bowmaster

Upon turning 15 years old, a Junior Division Archer must shoot as an adult to attain an adult rank. Junior Division rank/scores may not be used in determining adult ranks.

i. Standard Scoring

Unless otherwise noted, scoring on a standard FITA 60cm target is from the center, outward, 5 (gold), 4 (red), 3 (blue), 2 (black), and 1 (white).

- Arrows which touch a black dividing line between colored rings are counted for the higher score.
- An arrow which bounces off or passes through a backstop and whose location cannot be verified by other archers is given a value of three (3) points.
- Score sheets must be initialed by both the archer and the Range Marshal to be considered official and used for ranking purposes.
- If not otherwise designated, an archer may score themselves if another archer is sharing the target butt and is able to verify their score.

4. Field Guidelines

All participants and spectators are reminded that missile weapons have the potential to be extremely dangerous. As a result, all participants and spectators must follow the Rules of the Line while around the designated shooting area. Inappropriate behavior on the part of any participant or spectator will result in the Range Marshal in Charge removing that person from the shooting area.

a. General Site Guidelines

- Prior to the event, get permission to hold an archery event from the owner of the site, preferably in writing. If you are unable to get written permission, have at least one witness present when arranging for the site.
- Choose a location that has a clear field of vision to the targets and enough space to safely set up a range.
- Make sure the area behind the targets is clear of obstructions such as: cars, animals, people and anything else that might be damaged by stray arrows (do not underestimate the distance a stray arrow may fly).
 - If there are roads or paths within the safety zone or range, they shall be blocked off to traffic at both ends during shooting.
 - The shooting line shall be clearly marked. It must not present a tripping hazard.
 - Each archer shall have, at a minimum, three feet of space on the line, with recommended spacing being at least four feet. Other shoots with special circumstances may require other spacing and heightened Range Marshal supervision.
- Do not arrange the field such that you must shoot across any walkways or traveled paths. If this is unavoidable, the paths must be blocked to through traffic.
- If you are not using a public archery range, rope off the shooting area. Use a site that will allow archery to be shot at a safe distance from any groups of people.
- There shall be no smoking on the field. In accordance with the Boke of Caidan Law, there shall be no smoking within the boundaries of the event.

b. Butts and Targets

- The target butt or backstop must be large enough for the target face to fit full upon it.
- Target butts should be hard enough to stop arrows shot from heavier bows. If crossbows are to be shot, arrangements for appropriate backstops must be made.
- Avoid placing the center of the target in front of soft spots or cracks in the target butt.
- Target butts should be solid enough in construction that they do not fall over when being shot at or when arrows are being pulled. They should also have enough support so they do not blow over in the wind.
- Target faces must be whole and should be in good shape for competitive shoots. The petticoat may be cut away, as long as the outermost scoring ring remains intact. Old and worn targets can be used for warming up, or for general practice.

c. Range Setup

- The safety zone behind the farthest target should extend at least 40 yards back, or half the distance from the line to the farthest target, whichever is greater. This may be modified if you are shooting into a hillside or into something else that will adequately stop stray arrows from traveling too far. See diagram in Appendix D.
- For shoots of 50 yards or less, the safety zone to the sides of the shooting line and targets should extend outward at a 30-45 degree angle from both ends of the shooting line to a line even with the furthest target, and continue straight back from there to the required distance.
- For shoots over 50 yards, the safety zone to the sides of the shooting line and targets should extend outward at a 30-45 degree angle from both ends of the shooting line to a line 50 yards away or one-quarter of the distance to the far end of the safety zone, whichever is greater, and continue straight back from there to the required distance.

5. Archery Tournaments and Practices

a. The Rules of the Line

- Each archer must inspect their own equipment before using it. Equipment must be inspected at every official shoot including practices. Frequent inspections during the course of the event are encouraged.
- Do not approach the shooting line unless instructed to do so.
- Straddle the line when firing.
- Nock and begin loosing arrows only at the command of the Range Marshal.
- The Range Marshal will call the line OPEN and CLOSED. Before calling the line OPEN, the Range Marshal will provide the line with the specifics of the end.
- All archers must be able to hear the Marshal make their calls. To this end, nothing that would lessen an archer's ability to hear (headphones, earplugs, etc) is allowed on the line. Those archers who are hard of hearing are recommended to stand near the Range Marshal and alert them of any difficulties they may have.
- All archers shall stop when a HOLD is called. If an arrow is nocked and drawn, the bow must be lowered and the arrow carefully let down. Similarly, if a crossbow is cocked, the string should be let down.
- Anyone may call HOLD if they see an obstruction on the field that warrants the call.
- When you are finished shooting, step back from the line.
- Do not go forward of the line to retrieve arrows until commanded to do so by the Range Marshal, and then retrieve only your own arrows.
- When approaching the target, remember to watch for and avoid arrows in and on the ground.
- Do not touch or pull any arrows in the target until all the scores from your target have been recorded. This includes arrows in the target which do not score. Arrows removed before they have been scored will not be counted. If your score has not been verified and you remove arrows from your target you will receive no points for that end.
- Do not pull another archer's arrows without first asking their permission.
- During competition, talking within 10 yards of the line is highly discouraged and the Range Marshal may elect to ask those being disruptive to move. During practice, coaching at the line is permitted and encouraged, but those archers wishing to carry on conversations should make their best effort not to disturb those still at the line.
- Target spotters or optical aids (binoculars, etc.) are permissible to verify the arrow position. Spotters should not interfere with other archers on the line.

b. Procedure for Running a Shoot

In the interest of providing a fair and consistent environment for shooters throughout the Kingdom, regardless of their local area, the following procedure shall be used at all Kingdom shoots. A script for officiating Royal Rounds and IKACs may be found in Appendix E, and should be used by the Range Marshal to aid in the running of a shoot.

- The Range Marshal will order all archers to the line.
- The Range Marshal will check to see that there is no one downrange.
- The Range Marshal will state the number of arrows to be shot, the range, whether or not there is a time limit and the nature of the end (scoring or practice).
- The Range Marshal will call the line OPEN.
- For SLOW ends, the Range Marshal will issue the command to commence shooting. The end shall last no longer than 3 minutes.
- For SPEED ends, the Range Marshal will outline the rules of the timed end.
- As archers finish shooting, they should step back from the line.
- After checking to make sure all archers have finished shooting, the Range Marshal will give the command, "The range is closed, advance, (score) and Retrieve Arrows." If the next end will be at a different range, the Range Marshal should instruct the archers to move their equipment.
- The Archers may then go forward to score and retrieve arrows.

6. Academy of Archers

The Academy of Archers is a Kingdom-wide group, dedicated to encouraging the growth of archery in Caid through increased communication, cooperation and teaching. The Academy supports the Minister of Archers and provides advice on Archery policies. Membership is open to all authorized archers who reside within the borders of the Kingdom of Caid.

a. Goals of the Academy of Archers

- Promoting the Image and Spirit of Archery in Caid
 - The ultimate goal of the Academy of Archers is to promote the visibility of archers within the Kingdom of Caid.
 - All archers in Caid are encouraged to display the badge of the Academy of Archers to signify their membership and to provide a visual reminder to the Kingdom of the participation of archers at non-archery events.
 - Encourage the wearing of period looking garb on the archery range and the presentation of archery related items to Royalty.
 - Archers should be encouraged to shoot in all of the available forms and to compete both in the SCA and non-SCA traditional tournaments.
 - Introduction at 12th Night of the year's new Bowmasters and Royal Bowmasters.
 - Great effort should be made to avoid problems in communication. The Academy will also encompass those individuals who are isolated from organized local guilds and provide them with access to the system.
 - The Academy shall meet at each Queen's Champion Archery Tournament to discuss matters related to archery in Caid.
- Encouraging Competition
 - To promote the shooting of IKAC rounds at wars and other archery events in Caid.
 - To encourage competition shooting and the posting of InterKingdom scores.
 - To encourage archery related arts competitions.
- Supporting Caid's Territorial Archery Groups and Guilds
 - This includes local archery groups/households as well as Kingdom-wide groups, such as the Fletcher's Guild, and any other archery specific group that might develop in the future.
 - Provide information and assist groups/households wishing to form local archery guilds.
- Providing a forum for discussion
 - Coordinate meetings of archers for the purpose of proposing future goals, advising the Minister of Archers, and discussing problems and proposing solutions.
 - A meeting will be held at each Queen's Champion Archery Tournament, and may be scheduled at other events as decided by the Regent, or the Minister of Archers.
- Education and Training
 - Encourage Collegium Caidis archery-related classes. This may include classes on: target archery, combat archery, fletching, bowyering, Range Marshaling, the history of archery, other "how to" classes, etc.
 - Encourage Junior Division competitions and other training activities with experienced archers such as the "Adopt-a-Novice" concept (information can be found in the Novelty Shoots section of the Caidan Archery website) at competitions.

b. Academy Regent

The Minister of Archers will have a standing invitation to attend all meetings and discussions of the Academy of Archers. It will be the duty of the Academy Regent to lead and support the goals of the Academy.

Election and Term of Office

The Academy Regent is chosen through election by Caid authorized archers. The term of the Office shall be two years and will alternate with the term of the Caid Minister of Archers. The Minister of Archers may not serve as Academy Regent concurrent with his/her term as Minister. The winner of

the election will be determined by simple majority. The Regent may serve for as many consecutive terms as he/she may be elected for. Elections for the Regent will take place at the Fall Queen's Champion Archery Tournament. Elections will be conducted as follows:

- All authorized archers are eligible to vote.
- The Minister of Archers will be responsible for notifying the archery populace of the upcoming elections, the printing of ballots, and the running of the election.
- Nominations for the Office of Academy Regent will be solicited at the Spring Queen's Champion Archery Tournament immediately prior to the Tournament where the voting will take place. Each nominee must be an authorized archer in good standing. Nominations may be made by the nominee, or by another authorized archer. Each nomination must be seconded by an authorized archer. Nominations must be received at least two weeks prior to Fall Queen's Champion Archery.
- At the following Fall Queen's Champion Archery Tournament, polling will begin following opening court and will close approximately one hour prior to closing court. Those archers, who are unable to attend, should send their vote to the Minister of Archers at least 2 weeks before the election date.
 - Absentee ballots must be written and signed by the archer.
 - No electronic ballots are accepted at this time.
- The results of the elections will be made available to the populace during closing court.
- The elected Regent will take office at the following 12th Night.

Removal From Office

Should the Regent of the Academy become unresponsive to the archery populace, he/she may be removed from Office. Letters requesting the removal of the Regent must be sent to the Minister of Archers. They will be handled following the grievance procedures.

Duties

- Prepare an agenda for meeting discussion, moderate the meeting, and prepare a written summary of the meeting for the Minister of Archers and archers unable to attend.
- Coordinate with the staff of the various Kingdom publications for timely announcement of meetings and elections.
- Act as a resource point for information on local groups and for InterKingdom development of Archery programs in the Society as a whole.
- Be present at all Queen's Champion archery tournaments during their term. If they are unable to attend, they must designate another suitable person to lead the meeting of the Academy of Archers and provide them with an agenda.
- Serve as Collegium Regent for Target Archery (or appoint a deputy to serve in this capacity). Gather instructors for twice yearly Collegium and teach classes as needed. Coordinate the Fletch-In on Sunday at Collegium.

c. Captain's Council

The Captain's Council shall be convened at the request of the Kingdom Minister of Archers to disseminate knowledge among the archery community.

Duties

- Assist the Minister of Archers in disseminating information to their territorial groups and the archery community as a whole.
- Provide input to the Minister of Archers, at their request.
- Support the goals of the Academy.

Appointment and Term of Office

The Captain's Council will be made up of all Captains and Lieutenants of Archery from the various areas of the Kingdom of Caid. Appointment to either of these positions automatically makes an archer eligible to join the Council. The term of office is as long as they hold their territorial office. Service is at will.

7. Grievance Procedure

In the circumstance of inappropriate behavior on the part of any archer, the following Grievance Procedure is to be followed.

- Those with a complaint against an archer should write a letter describing the circumstances to the Minister of Archers.
- Upon receipt of 3 or more unsolicited written or verbal complaints against an archer, the Minister of Archers shall call a Captain's Court to review the behavior of the individual involved, including getting the viewpoint of the complainant.
- The Captain's Court will be comprised of at least four Captains of Archers and will be headed by the Minister of Archers. It will be convened to hear both pros and cons of the complaint.
- The Captain's Court has the power to:
 - Place an archer on Report. An individual placed on Report status may still participate in SCA sponsored activities and tournaments. Being placed in a Report status indicates the offending individual will be carefully watched for subsequent incidents of unchivalrous or unsafe behavior.
 - Individuals in a Report status may not participate in archery events as Range Marshals. An individual who has been placed on Report has led others to question his/her values of safety and courtesy inherent in SCA activities and should not be in charge of safety functions during a shoot.
 - An individual who is on Report status may also have the privilege of participating in archery events removed. In this extreme circumstance, the offending archers' authorization card shall be held by the territorial Captain of Archers where they live and shall only be reinstated at the discretion of the Minister of Archers and the Captains Court. During that time, the individual may attend events but may not participate in archery related activities.
 - Warn the archer that the above action may be taken if the problem continues.
 - Decide that there was no infraction of the Rules and drop the issue.
- Issues which cannot be resolved by the Captain's Court or matters involving offenders who have come before the Captain's Court more than once, may have the matter be forwarded through channels to a Court of Chivalry.

A report of any of the above actions will be forwarded to the Kingdom Earl Marshal no later than one week following the decision of the Captain's Court.

Appendix A: Glossary

ARCHERY SHOOT:	An archery shoot is defined as any event at which official scores may be shot, including but not limited to regularly scheduled and published practices and official events.
ARROW:	The projectile shot from a bow.
ARROW REST:	A projection or shelf on the bow that provides a contact and resting place for the arrow to be shot from.
BOLT:	Also known as quarrels. These are specially constructed, shortened arrows that are used in crossbows.
BOW:	A device made of flexible material, with a bowstring connecting the working ends of the material, to propel an arrow.
BOW ARM:	The arm in which the bow is held during shooting.
BOW LIMB:	The upper and lower thirds of a bow. The limbs are responsible for the spring action of the bow.
BOW SCALE:	A device used to measure the draw weight of a bow.
BOW SIGHT:	External devices that are attached to the bow to aid in aiming.
BOW STRING:	The string or cord used to brace a bow.
BRACE HEIGHT:	The distance between the lowest part of the riser, at the grip, and the string. Recommended distance is approximately six inches or the amount of space of a fist with an extended thumb.
BROADHEAD:	A sharpened point commonly used for bow hunting.
CLICKERS:	A mechanical device that clicks when the bow is drawn to the proper length.
COCK FEATHER:	On a three fletched arrow, the odd colored feather. This feather is set outward from the bow when the arrow is nocked. It assists in providing stability.
COMPOUND BOW:	A bow that uses cams and pulleys to aid in the performance of the bow.
CREST:	A series of colored bands around the arrow used to indicate ownership of the arrows. Colors and patterns are determined by the individual archer.
CROSSBOW STOCK:	The rifle shaped body of the crossbow that holds the bow and houses the trigger mechanism.
DIVISION:	Refers to the subdivision of the two archery forms, Handbow and Crossbow. Currently there two divisions in the Crossbow Form, Open and Period, and three divisions in the Handbow form Open, Period, and Junior.
DRAW:	The process of pulling the bowstring into a firing position.

DRAW WEIGHT:	For a bow, the amount of force built up when the bow is drawn to its specified draw length. This is typically measured in pounds at 28 inches.
END:	A designated number of arrows shot by an archer during his/her turn.
FIELD:	The area in front of the archers that arrows fly through or land in.
FIELD TIPS/POINTS:	The most common type of point found on arrows, they come in varying weights.
FISTMELE:	See BRACE HEIGHT.
FLETCH:	The feathers at the rear of the arrow, used to stabilize the arrow during flight.
FORM:	The major divisions of bow types recognized by this kingdom. Currently they are the Crossbow Form and the Handbow Form. These forms may be subdivided into Divisions.
GRAIN:	The unit of measure used to weigh arrows. Typical arrows range between 300 – 500 grains, but a matched set within 10 grains is advisable.
HEEL FEATHER:	On a three fletched arrow, the heel feathers are the two matched colored feathers.
HOLD:	A safety command that is called to bring an immediate stop to shooting. When a HOLD is called, all archers are to stop shooting and step back from the firing line immediately. If an archer has an arrow drawn when the HOLD is called, that archer must carefully back down the arrow, and return it to the quiver.
KISSERS:	A disk placed on the string that is used to determine if the bow is drawn correctly. It is so named because it usually touches the corner of the mouth when the bow is drawn.
LOOSE:	A term used to designate the release of arrows. Most commonly heard at the start of a speed end.
NOCK:	The groove on the end of the arrow to keep it on the string when shooting.
NOCK POINT:	A plastic or brass ring placed on the string that is used to indicate the correct placement of the arrow.
NOCK AN ARROW:	The process of putting an arrow on the bowstring in order to draw and loose.
POINT:	The metal tip on the front of the arrow. Points come in different styles: target points, field points and broadheads (razor-sharp hunting points). For SCA purposes, only non-broadhead points are allowed. Period style field points may be allowed with approval of the Range Marshall in Charge. Broadheads are never permitted under any circumstances.
PROD:	The bowlike device at the front of the crossbow.
RISER:	The part of the bow that is used as the handle. In more modern bows, it can be very large and elaborate to minimize hand shock when the arrow is released.

ROUND:	A designated number of ends shot in a competition.
SCORER:	A person who records an archer's score. Individual archers may not act as a scorer for themselves.
SELF NOCK:	A nock made from carving the end of an arrow shaft. Self nocks are typically reinforced with a wrap made of linen or sinew. They may be footed (or crafted of a different wood or material). They are the period method for creating nocks.
SERVING:	An over-wrap of string to protect the bow string at the ends and in the middle.
SHELF:	The lower part of the cutout portion of the bow. Arrows are shot off this shelf if the bow is not equipped with an arrow rest.
SHOOTING AREA:	The area around the range that includes the field of fire and the area behind and around the firing line.
SHOOTING LINE:	The designated line that participants use to fire from. It must be straddled when shooting.
SLING:	A loop of cord around the wrist and bow to keep the bow in the hand while shooting.
SLOW END:	An SCA term for an end during which a fixed number of arrows, usually six, are shot. There may have a time limit to prevent the round from lasting too long. Also UNTIMED END.
SPEED END:	An SCA term for an end which is timed, during which an unlimited number of arrows may be fired, except by rapid fire crossbows who are limited to five arrows in 30 seconds.
SPINE WEIGHT:	The stiffness of the arrow. A heavier bow uses a more rigid arrow that will flex less than one spined at a lighter weight. Spine weight or SPINE is typically matched to the weight of the bow at the archers draw length for best performance. Using under spined arrows is highly discouraged.
STABILIZER:	Weights or rods placed on the bow that are designed to reduce the recoil and twist of the bow when firing.
STRING WALKING:	The practice of changing where on the string an arrow is nocked, to adjust for distance.
TARGET BUTT:	The backstop that the target face is placed upon.
TARGET FACE:	The scoring area of the target.

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Appendix B: Forms & Tests

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Archery Basic Safety Test

Kingdom of Caïd

Archer's SCA Name _____

Legal Name _____

Address (Street, City, State, ZIP) _____

Territory of Residence (Barony, Shire, etc) _____

Email _____

Signature of Range Marshal _____ Date _____

All archers must pass this test before they take the Performance Safety test. This test must be completed in the presence of the Authorizing Marshal. To pass this test, you can miss no more than three (3) questions.

- Who can authorize an archer?
 - Any archer
 - Any Range Marshal
 - A Captain of Archers
 - The Minister of Archers
- When inspecting your own equipment, you should check for which of the following?
 - That the limbs of the bow or prod have no obvious cracks in them
 - That the string has no frayed or broken strands
 - That the arrows or bolts are in good condition
 - All of the above
- When you hear the call "HOLD" you should:
 - Shoot an already nocked and drawn arrow
 - Back down the bow and replace the arrow in your quiver
 - Get a new arrow and shoot it
- You go forward to score your arrows. Before your score is verified, you remove all arrows from your target.
 - If there's someone who can verify your score, you are allowed to keep it
 - You get no score for that end
 - The Marshal will take your word for it
 - Every arrow counts for three points, just like a pass through or bounce out
- The maximum poundage (draw weight) for any type of bow in the Open Division is:
 - 50
 - 30
 - Unlimited within the safety of the range
 - 150
- An arrow which passes through or bounces off the target and the point of impact cannot be positively determined counts:
 - 3 points
 - 1 point
 - Nothing
 - 2 points
 - 5 points
- The number of arrows in an end is:
 - 6
 - 1
 - 3
 - A designated number of consecutively shot arrows
 - 5
- Crossbows with non-period cocking devices, allowing rapid fire, are allowed how many shots in a speed end?
 - 5
 - 6
 - 4
 - As many as possible within the time

9. An Archer shoots an end of a Royal Round and scores one (1) arrow in the Gold, one (1) arrow in the Red, two (2) arrows in the Blue, one (1) arrow in the Black. The sixth arrow is on the line between Blue and Black. What is the archer's score?
- a. 18 b. 19 c. 20 d. 21 e. 22
10. What are the duties of a Range Marshal?
- a. Ensuring that all archers are safe on the field and that they obey the rules of the line.
b. Authorizing new archers
c. Assisting/Running the archery line at events or practices
d. All of the above
11. In order for an archer to record his or her own score, what must take place?
- a. Be shooting with at least one other archer on the same butt
b. Pass a written test
c. Stand on one leg while scoring
d. All of the above
12. Who is responsible for the condition and safety of an archer's equipment?
- a. All Range Marshals
b. The Range Marshal in Charge
c. The highest ranking archery officer in attendance
d. The archer him/herself
13. Which of the following may not be used as an arrow rest?
- a. The archers bow hand c. A non-adjustable rest
b. A mechanical adjustable rest d. A bow shelf
14. Which types of sights are not allowed on crossbows?
- a. Adjustable open sights c. Optical sights
b. Adjustable peep sights d. Nonadjustable open or peep sights
15. When do archers approach the line?
- a. Only when called to the line by the Range Marshal of the Field
b. Whenever they want to
c. When they want to put their equipment on the line
d. When they want to shoot
16. When called to the line, where should you stand?
- a. In front of the line c. Straddling the line
b. In back of the line d. Tips of your toes touching the line
17. When should you nock an arrow?
- a. When told to by a Range Marshal c. When you pick up your equipment
b. After you straddle the line d. Whenever you want to
18. When you finish shooting, you should:
- a. Stand on the line until told to retrieve and score
b. Step back off the line and put your bow down
c. Get your arrows and shoot some more
19. Which is the one item that is legal for all forms of SCA target archery?
- a. Stabilizers c. Kissers e. Bow sights g. Field tips
b. String releases d. Clickers f. Marked limbs h. Broadheads

Range Marshal Authorization Test

Name _____ Date _____

Correct Answers _____ (Pass Fail) Senior Range Marshals Initials _____

There are twenty four questions on this test. You can miss no more than one (1) question.

- 1) Who can issue a warrant to a Range Marshal?
 - a) A Range Marshal
 - b) A Captain of Archers
 - c) A Senior Range Marshal
 - d) The Minister of Archers
- 2) Senior Range Marshals are:
 - a) In charge of training all archers in the Kingdom
 - b) Mentors to Range Marshals in Training
 - c) A new title for Senior Marshals
 - d) Nobody special
- 3) A Range Marshal's warrant needs to be renewed each year. Which of the following are required:
 - a) An email or note stating you want to continue as a Range Marshal
 - b) Proof of current membership status
 - c) A list of activities you have done in the past year as a Range Marshal
 - d) All of the above
- 4) When administering the Performance Safety Test on a newly authorizing archer, you should:
 - a) Make sure the archer knows how to handle their equipment safely
 - b) Make sure the archer knows how to inspect their equipment properly
 - c) Make sure the archer can shoot safely in both slow and speed ends
 - d) All of the above
- 5) A new archer misses six questions on the authorization test. As the Authorizing Marshal you:
 - a) Tell them they must retake the test immediately
 - b) Review the missed questions with them
 - c) Terminate the authorization
 - d) Both B and C
- 6) A new archer comes to practice with the authorization test completely filled out. As the Authorizing Marshal you:
 - a) Accept the test as long as they have missed less than 3 questions
 - b) Have them complete a new, blank copy of the test in your presence
 - c) Tell them they cannot authorize because they didn't read the rules
- 7) During the practical authorization, an archer misses the target with every arrow, but appears to otherwise be safe. As the Authorizing Marshal, you:
 - a) Pass them, the test is about safety, not ability
 - b) Fail them, they need to practice more before authorizing
 - c) Ask a Senior Range Marshal what you should do
- 8) An archer who is already authorized in Handbow has just purchased a crossbow and wishes to authorize. They need to:
 - a) Complete the Crossbow Safety Authorization Test and Performance Safety Test
 - b) Complete the Safety Authorization Test and Performance Safety Test
 - c) Complete only the Performance Safety Test
 - d) Nothing, they are already an authorized archer

- 9) An archer comes to you for re-authorization. Their authorization expired four months prior. You:
 - a) Ask them at least three safety questions and have them do a short practical
 - b) Let them know that they will have to do the entire authorization process over again
 - c) Just give them a new card, you know who they are
 - d) Direct them to a Senior Range Marshal

- 10) An archer asks you to assist in the inspection of their equipment. They noticed a small crack in the laminate of their bow and wanted a second opinion.
 - a) Allow the use of the bow as long as the crack is running across the bow
 - b) Allow the use of the bow if the crack does not go through both the wood and fiberglass and if the crack runs up and down the bow
 - c) Disallow the use of the bow if you can see the crack
 - d) Disallow the use of the bow if the crack is running up and down the limbs

- 11) Even though equipment inspection is not required, what should a Range Marshal do if they notice some equipment that appears to be unsafe?
 - a) Ignore the problem
 - b) Discuss the observation with the archer
 - c) Advise the Range Marshal in Charge
 - d) B and C

- 12) Archers under the age of 14:
 - a) Require parental supervision at all times
 - b) Require a parental presence at the event, but not necessarily at the range
 - c) Cannot compete in tournaments with adults
 - d) Make for good targets

- 13) Archers aged 14 to 17:
 - a) Need to have a properly executed minor's waiver and medical authorization on their person
 - b) Are considered adults
 - c) Require parental supervision at all times
 - d) Require a parental presence at the event, but not necessarily at the range

- 14) Youth archers:
 - a) Have a separate authorization test as well as a parental safety test
 - b) Do not do speed ends
 - c) Must complete the adult authorization when they turn 15
 - d) All of the above

- 15) An archer with a crossbow that has a non-period cocking device, allowing for rapid fire, wants to compete in a tournament. They are authorized in crossbow. You tell them:
 - a) They can compete, but are only allowed five bolts in the speed end
 - b) They can't compete, we don't allow rapid fire crossbows in the SCA
 - c) They can compete with no limitations
 - d) They must receive special approval from the Minister of Archers to compete

- 16) When a crossbow is being used, the Range Marshal must verify:
 - a) That the bolt will blast through the target and the backstop
 - b) That the crossbow is strong enough to get the bolts to the target
 - c) That the backstop is sufficient to prevent the bolts from passing through

- 17) You are the Range Marshal in Charge of an event. You recently heard that a Captain's Court had put a Range Marshal on Report. This person wants to assist with your event. You:
 - a) Refer them to the Minister of Archers
 - b) Tell them they are unable to assist as a Range Marshal for your event
 - c) Remind them what it means to be on Report
 - d) All of the above

- 18) When setting up a range, you need to take into account the safety zone behind the targets. As a general rule:
- The safety zone should be at least forty yards behind the farthest target
 - The safety zone should be half of the distance to the farthest target
 - The safety zone should be at least forty yards behind the farthest target or half the distance from the line to the farthest target, whichever is greater
 - The safety zone should go on indefinitely, there is no limit
- 19) In a speed end, an archer shoots an arrow before the command "LOOSE" and another arrow after the command "HOLD." The penalty is:
- Doing the round a second time with the next flight
 - The highest scoring arrow will not be counted
 - The two highest scoring arrows will not be counted
 - All arrows will not be counted
- 20) Which of the following are accurate Rules of the Line? (Check all that apply)
- ☐ Each archer does not need to inspect their own equipment before using it
 - ☐ Do not approach the line unless instructed to do so
 - ☐ Straddle the line when shooting
 - ☐ Nock arrows and begin loosing only at the command of the Range Marshal
 - ☐ You can loose one more arrow after a HOLD is called
 - ☐ When you are finished shooting, step back from the line
 - ☐ Do not go forward of the line to retrieve arrows until commanded to do so by the Range Marshal
 - ☐ When approaching the target, you should try to step on all arrows that are on the ground
 - ☐ Do not pull any arrows until all the scores from your target have been recorded
- 21) You are a Range Marshal of the Field calling a Royal Round. The archers have just completed their scoring end from 30 yards. The proper command is:
-

- 22) Who can call the command HOLD on a line?
- The Range Marshal of the Field
 - The Range Marshal in Charge
 - Any Range Marshal present
 - Anyone on the field
- 23) Match the following positions to the reports they are responsible for
- | | |
|----------------------------|---|
| a) Minister of Archers | i) Quarterly Reports, End of Year (Doomsday Reports) |
| b) Captain of Archers | ii) Yearly Reports |
| c) Range Marshal | iii) Quarterly Reports, Updates to Kingdom Newsletter, Collecting All other Reports |
| d) Range Marshal in Charge | iv) Injury Reports |
| e) Archery Event Autocrat | v) Authorized Marshals, Yearly Reports |
| f) Senior Range Marshal | vi) Scores, Event Reports |
- 24) The maximum poundage (draw weight) for any type of bow in the Junior Division is:
- | | | | |
|-------|-------|---|-------|
| a) 50 | b) 35 | c) Unlimited within the safety of the range | d) 25 |
|-------|-------|---|-------|

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Range Marshal In Training Checklist

Name _____ Geopolitical Group _____

Senior Range Marshal _____ Date Process Started _____

Initials of
Marshal Date
Completed

- | | | |
|-------|-------|--|
| _____ | _____ | * Completed RMIT test, having no more than one incorrect answer |
| _____ | _____ | Equipment Inspection |
| _____ | _____ | Arrows |
| _____ | _____ | Bows |
| _____ | _____ | Strings |
| _____ | _____ | Basic instruction to new archers |
| _____ | _____ | Eye dominance |
| _____ | _____ | Setting up loaner equipment |
| _____ | _____ | Basic rules and safety of the line |
| _____ | _____ | Basic form instruction |
| _____ | _____ | Running a line |
| _____ | _____ | Archery Shoot |
| _____ | _____ | Archery Shoot |
| _____ | _____ | Archery Shoot |
| _____ | _____ | Archery Shoot |
| _____ | _____ | Speed End |
| _____ | _____ | Tournament Round |
| _____ | _____ | * Assist with authorization of an archer |
| _____ | _____ | Complete safety test |
| _____ | _____ | Review incorrect answers |
| _____ | _____ | Equipment inspection & bow setup |
| _____ | _____ | Static Ends |
| _____ | _____ | Speed End |
| _____ | _____ | Paperwork |
| _____ | _____ | * Ability to project commands across a line |
| _____ | _____ | * Masterful knowledge of Caidan Archery Handbook and Rules of the Line |
| _____ | _____ | * Reporting – RMIT shows knowledge of who is responsible for which reports and what those reports contain. |
| _____ | _____ | * RMIT shows knowledge of grievance procedure |

** Items must be completed by a Senior Range Marshal. All other items on the list may be completed by any Range Marshal.*

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**Caid Authorization Form
Target Archery Only**
(Back of Form)

For Target Archers (Handbow & Crossbow)

Completed Basic Safety Test (Score ____/19) _____
 (Initials) (Date)

Equipment Inspection & Setup _____
 (Initials) (Date)

Can shoot static ends safely (2) _____
 (Initials) (Date)

Can shoot speed ends safely (NA for Jr Division) _____
 (Initials) (Date)

For Marshals -

Verified SCA Membership _____
 (Initials) (Date)

Completed Range Marshal in Training Test (Score ____/24) _____
 (Initials) (Date)

Completed Range Marshal in Training Checklist _____
 (Initials) (Date)

Recommendation for warrant by Range Marshal

 (Range Marshal SCA & Legal) (Date)

Recommendation for warrant by Range Marshal

 (Range Marshal SCA & Legal) (Date)

Recommendation for warrant by Senior Range Marshal

 (Senior Range Marshal SCA & Legal) (Date)

For Senior Marshals (Initialed by Minister of Archers Only) –

Verified SCA Membership _____
 (Initials) (Date)

Approved & Warranted by Caid Minister of Archers _____
 (Initials) (Date)

Use the following codes on authorizations cards:

Target Archery Participant:
 Handbow/TAHB
 Crossbow/TACB
 Junior Handbow/TAJHB

Target Archery Marshal:
 Range MiT/TARMiT
 Range Marshal/TARM
 Senior Range Marshal/TASM

This card is your authorization to participate in SCA marshallate activities. It must be presented to the Lists Officer at SCA events, and you may be requested to show it to the marshals at any time.

Auth code(s)	Date	Marshal

Warrant of Appointment to Office

Society for Creative Anachronism, Inc.

Let it be known that _____ (Legal Name)
of _____ (Full Address)
_____ (Telephone & Email)
known within the Society as _____ (Society Name)
is hereby appointed as _____ (Office/Branch)
for a period of _____ (Term of Office or Equivalent) or until _____ (Date).

This Warrant shall become effective upon _____ (Date) and supersedes any existing or previous Warrant for this office.

SIGNED (Legal)	DATE
_____	_____
_____	_____
_____	_____

REQUIRED SIGNATURES *(please sign with legal name only):*

Corporate or Society Officers: Three Board Members

Deputy Corporate or Society Officers: Two Board Members and the appropriate Corporate or Society Officer

Kingdom Officers with Society superiors: Crown and the appropriate Society Officer

Greater Officers: Crown/Coronet and the appropriate Kingdom/Principality Officer, if any

Lesser Officers: Crown/Coronet and the appropriate Kingdom/Principality Officer, if any

Other Officers: As established by Kingdom law and custom, but must include more than one signature, and must include royalty

This Warrant supersedes all previous Warrants for this position. Once it has been completed, copies must be sent to all parties involved in the execution of the Warrant. It will serve as formal proof of appointment for any officer.

This form may be photocopied or reproduced in any mechanical medium that preserves the complete text. No alterations are permitted, except for the establishment of consolidated warrants prepared as described in Corpora VII.K.1.

Archery Event Report

Greetings to the Earl Marshal and Minister of Archers:

I have the honor to report that the _____ was
(tourney name)

held on the _____ of _____ in _____
(Barony/Shire/Canton)

The event was held at: _____
(Park, facility, etc, including city name)

and was attended by approximately _____ people, including _____ archers. The Lists
Officer of the day was _____ and _____ site waivers were signed.

The List(s) was won by _____
(Include all shoots for the event, including novelties and Royal Rounds)

There were _____ authorizations performed. There were _____ failed authorizations.

The ruling Noble at the event was _____

The Range Marshal in Charge was _____

They were assisted by _____

Any additional details of the event: _____

Synopsis of any injuries requiring withdrawal from competing (report attached): _____

This report was submitted by (SCA & Legal): _____

Signed (Legal) _____ Date _____

Injury Report Form

Event: _____ Date: _____

Location: _____
(city, county, state, SCA territory)

Range Marshal in Charge: _____ Phone: (____) _____

Injured Party

Legal Name: _____

Phone: (____) _____ SCA Name: _____

Address: _____

Description of Injury: _____

Apparent cause and circumstances of injury: _____

Treatment

Treated at site by: _____
(Legal & SCA Names)

Treatment administered: _____

Additional treatment by hospital or physician (if known): _____

Comments by Range Marshal: _____

Signed: _____
(Legal Name) (SCA Name)

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Appendix C: Types of Competitions

Royal Round

The target used in the Royal Round is a standard, 60cm, five-color, round target face. The round consists of an end of six arrows from each 40 yards, 30 yards, and 20 yards, with a 3 minute time limit. This is followed by a 30-second speed end, shot from 20 yards. There will be a sighting end of six arrows before each slow end at 40, 30 and 20 yards. In some competitions, the sighting end may be eliminated or the number of arrows reduced.

Junior Royal Round

This Royal Round variant is used by Junior Division archers. The target and scoring will be done in the same manner as for adult archers. The ends of the Junior Royal Round will be 8 arrows at 20 yards, 8 arrows at 15 yards, and 8 arrows at 10 yards. There will be no speed end for Junior Archers.

Queen's Champion Archery Tourney/Queen's Champion Crossbow Tourney

The Queen's Champion Archery Tournament is an Open Division Single Royal Round competition. The winner is awarded the title for the associated reign. The Queen may designate variations to this archery competition in order to select her champion. It is held once every six months during each queen's reign soon after Coronation. Queen's Champion Crossbow is held in similar manner if the site allows. Queen's Champion Crossbow may be held at a later event if the site allows for crossbow usage. Unless otherwise designated by the Minister of Archers, no authorizations will be held at a Queen's Champion Archery event.

Caidan Open Archery Tourney/Caidan Crossbow Open Tourney

The Caidan Open is a double-elimination Royal Round tournament-style competition. The rules are basic. Each archer is paired like a fighting event. The only scores of concern during each round are between the archer and their opponent. The totals will be tabulated and the highest score of each pair is the winner of that pairing for that round. Archers are eliminated from the competition after 2 losses. Due to the amount of time that this shoot may take, the Range Marshal in Charge may choose to limit the number of ranging arrows for each round or limit ranging arrows to the first round only. The Range Marshal in Charge may also choose to enforce other limits such as limited gleaning of arrows or multiple ends completed at the same time. If the field has been narrowed to three archers and all are undefeated, the autocrat and Minister of Archers may decide to hold a three way shoot off to determine the victor of the tournament. It is held once per calendar year, the winner holding the title of Caidan Champion Archer during the following year. The winner will serve as the Archery Event Autocrat at the next Caidan Open Archery Tournament. Caidan Open Crossbow Tourney is held in a similar manner if the site allows.

Grandmasters Archery Tournament

This event will be held at the Great Western War on the Saturday of the event. May be completed on Sunday if necessary to determine a winner. The rules are the same as for the Caidan Open. Winner will hold the title of Grandmaster Archer for the War during the year following or until the next Great Western War.

Interkingdom Archery Competition (IKAC)

The IK competitions are SCA-wide competitions held each year, with specified starting and ending dates. The rules for the IK competitions are subject to change without Kingdom approval and are usually published each year in the Kingdom Newsletter by the IK Coordinator. Before attempting this shoot, please obtain the current IK rules from the IK Coordinator.

Non-Standard Competitions

Non-standard competitions, or novelty shoots are a good addition to archery events and should be encouraged. There are numerous websites that list novelty shoots including the Caidan Archery website. It is encouraged to use original shoots at tournaments to give archers variety. Examples include the

Willow Wand Shoot, Clout Shoot, York Round, Castle Wall, Roving, William Tell and multiple others. Originality is encouraged in these types of competitions and creating unique shoots for tournament themes is a good way to raise interest among the populous.

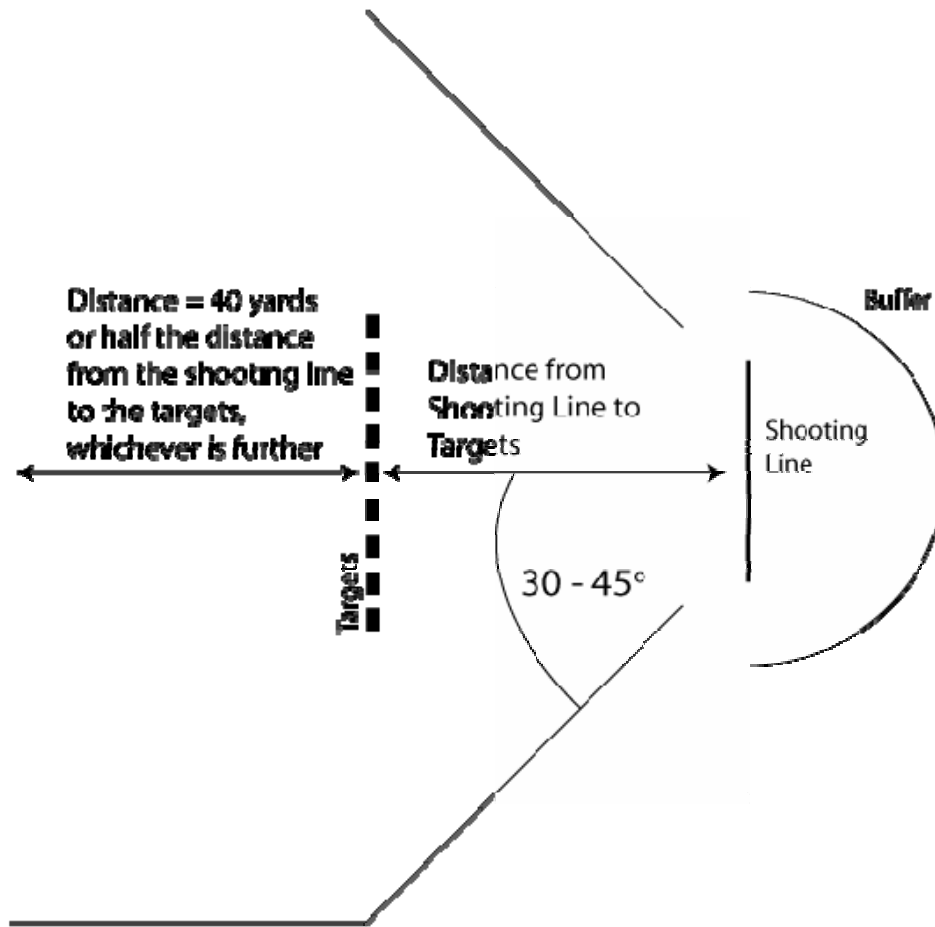
Postal Tournaments

Sometimes it is easier to schedule a tournament as a postal event. This can consist of any combination of the rounds described above or of the autocrat's choosing. The awards may then be handed out at event being held after the close of the tournament. A Postal Tournament is conducted as follows:

Advertise the Postal Tournament in the widest possible distribution. Use the Crown Prints, E-mail to area Archery Captains, and on the Caidan website. Spell out all the rules, which target will be used, what distance will be shot, and how the scoring will be done. Set out the time limit that scores may be shot within and give a firm deadline that scores must be received by to count for competition. (For example: scores must be shot between April 1 and April 15, and received by the Tournament Autocrat no later than April 25.) Lastly, provide contact information so that as questions arise, they can be answered. The rules must, however, be "set in stone" and not changed during the competition. Therefore, care must be taken in setting forth the Postal Tournament rules. Publish the date of the awards ceremony.

On the date of the Tournament where the awards ceremony will take place, have available a listing of how all the archers did, and have the prizes available to distribute to the winners. The names of the winners should be published in a newsletter if available.

Appendix D: Typical Range Setup



If the distance from the Shooting Line to the Targets is 50 yards or less, the angle of the safety zone should extend to the target line and then straight back to the end of the safety zone.

If the distance from the Shooting Line to the Targets is greater than 50 yards, the angle of the safety zone should extend to 50 yards or one quarter the distance from the Shooting Line to the far end of the Safety Zone (Distance from Shooting Line to Target plus half that again divided by 4).

Example: Shooting Line to Target = 150 yards
 Safety Zone: $150/2 = 75$
 Shooting Line to End of Safety Zone = 225
 One Quarter This Distance = 56.25 Yards

In this example, the angle for the Safety Zone would extend back a minimum of 56.25 Yards and then extend straight back.

Appendix E: Scripts

Marshal commands are in plain type. Instructions are in italics.

Slow/Untimed Ends

Archers to the line.

Wait until archers are in position.

This will be a three minute end to shoot six arrows at (distance) yards for score/practice. Please remember to step back from the line when you are finished shooting.

Check range for hazards.

The range is clear. You may nock an arrow and loose when ready.

Wait for all archers have stepped back.

The range is closed.

Practice end: Please advance and retrieve your arrows.

Scoring end: Please advance, score and retrieve your arrows.

If you are finished at this distance, add:

Please remember to advance your equipment to the (next) yard line.

Speed Ends

Archers to the line.

Wait until archers are in position.

This will be a speed end at (distance) yards for score. You may loose as many arrows as you can in thirty seconds. I will count down 5,4,3,2,1, LOOSE. You may release when you hear the word LOOSE. After 25 seconds have elapsed, I will count down 5,4,3,2,1, HOLD to close the end. If any arrow is released before the "L" in LOOSE or after the "D" in HOLD, then the highest scoring arrow(s) will be disallowed.

Check range for hazards.

The range is clear. You may nock an arrow and signify when ready by raising your string hand.

When all archers are ready:

All archers are ready.

Start count down in 1 second intervals. Start clock on the "LOOSE" command. It is advisable to use an analog watch with a second hand rather than a timer. A second hand provides for a more accurate time on the count.

5,4,3,2,1, LOOSE

After 25 seconds

5,4,3,2,1, HOLD

At this time you may add the following:

All arrows were within the given time, all are eligible for score

Or

There were arrows outside of the time. They will be disallowed from scoring.

When all archers have stepped back.

The range is closed. Please advance, score and retrieve your arrows.

If you are finished at this distance, add:

Please remember to advance your equipment to the (next) yard line.