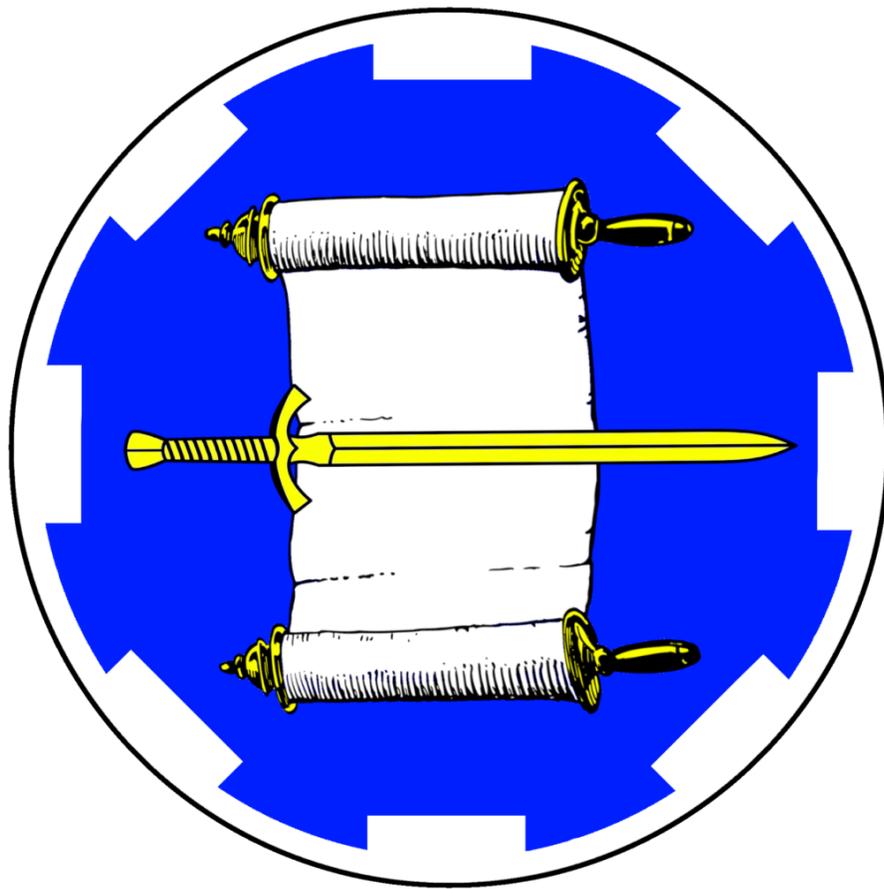


Office of the List Official Handbook



Kingdom of CAID

The Lists Handbook of CAID – 8th Edition

Revised February 2022

Forward to this edition

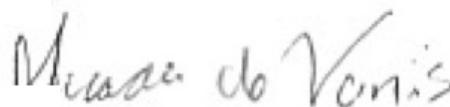
The Lists Handbook of the Kingdom of Caid is a compilation of the Conventions and standards used by Caid since its inception as a Kingdom and those rules. Conventions and standards put forth by the Society for Creative Anachronism, Incorporated. The standards, conventions and rules listed herein will become effective upon the publication of this handbook.

Any observations about the handbook should be directed, in writing, to the Minister of the Lists, 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
THL Tierrynna CaerNarvon
Minister of the Lists of Caid



Rex Caidis



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 hardworking Caidan Lists 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 1

INTRODUCTION

What is Lists?

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

The Office of the Lists is critical to the function of every tournament during which combat related activities occur. The Office of the Lists registers competitors, verifies waivers for the marshals and fighters, arranges the order of combat for the starting and successive rounds, verifies the eventual outcome and reports the results of the combat related activities at all sanctioned events. The Lists 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 Office of the Lists to ensure that competitors are assigned their opponents in a fair and equitable manner. All fighters signing up for Lists must be in medieval clothing and have a site token for the day's events. If they are in modern clothing, or have not yet obtained their site token, they need to be sent back to gate and/or to change into appropriate clothing.

Lists at War

Lists normally have few functions at wars. The checking of memberships and ensuring all combatants have proper waivers are handled at the check-in/entrance/gate by the gate staff. The war combat scenarios are controlled by the marshalate, who check the fighter's authorization cards before the beginning of the first combat/first fight for that participant.

Lists may help at gate, or at the marshals' inspections points, including inspecting fighter authorization cards and issuing markings to be placed on the armor showing that the fighter's card has been checked and verified. At wars in other Kingdoms these checks are handled by the Marshals of the hosting Kingdom, and lists may or may not be involved.

All combatants must show their site token when signing up to participate.

The lists experience with organizing and recording combat results may lead to requests for assistance with other marshalate activities. You should be prepared to offer help whenever possible, and to whatever degree you are authorized to provide.

Duties and Responsibilities of a Territorial Lists Officer

1. Ensure that all authorizations required by the SCA for participation in combat-related activities are current and properly completed. All warranted Marshals must be members of the SCA and have their membership cards checked at sign-up.
2. Running of/arrangement for running the order of combat at sanctioned territorial events.
3. Reporting at all required territorial level meetings. Maintaining and filing event reports for all events run, to be submitted within 10 days of each event.
4. Maintenance and storage of office regalia, properties, and records.

Failure to Comply with the duties and responsibility will result in being removed from office.

Chain of Command / Warrant of Office

To conduct any office Lists function, you must be warranted as a Lists Officer by the Kingdom or working under the direct supervision of a warranted Lists Officer. You are not a warranted Lists Officer under you appear on the current warrant roster. By July 1st of each year, each Lists Officer must contact

the Kingdom Lists Minister to affirm the desire to continue as a warranted Lists Officer. In addition, they must provide proof of membership status, and maintain membership as long as they are warranted, and verify their contact information. Warrants must be renewed every 2 years.

Warrants are granted by filling out and signing an agreement to serve, which is then signed by the head of the territory for which the List Officer is working. Agreements to serve are acquired from the Kingdom Seneschal. A copy of the agreement to serve should be sent to the Kingdom Lists Officer, along with a copy of the front and rear of the membership card.

The Kingdom Lists Officer is under the office of the Earl Marshal.

Territorial Lists Officers do not report to the territorial Marshal. The marshals are not your boss and may not treat you as a subordinate. The Lists officer and the Marshal work as a team and are on equal footing.

You are not considered a warranted Lists Officer for a defined territory until your areas main officer(s) has sent the Kingdom Lists Officer a letter/form stating you have approval to be installed as the Lists Officer. To become a Lists-Officer-at-large (not assigned to any specific territory), send a letter to the Kingdom Lists Officer requesting to be warranted and why. Once you receive a letter stating that you have been approved, you are a warranted list officer.

Baronial Lists Officers require approval from the Baron/Baroness, and the Baronial Seneschal.

Shire Lists Officers require the approval of the Shire Seneschal.

Canton Lists Officers require the approval of the Baronial Lists Officer for their area, and the Canton Seneschal.

Approval implies verification of qualifications in addition to membership. All list officers, regardless of being primary, deputy, or at-large, are required to be members of the SCA in good standing. This is proven by providing a copy of the current membership card when requesting your warrant.

New List Officers should have worked at least 2 different Lists under the supervision and training of an experienced List Officer prior to taking office. It is highly recommended that a deputy position should be held prior to stepping up at the primary Lists Officer for a territory and have attended a Kingdom List Class offered through the Office of the Minister of Lists. These are generally held at Collegiums; however, they will occasionally be held upon request.

Lists Officers-at-large may be appointed by the Kingdom Minister of Lists as desired. They must meet the same standard listed for a territorial Lists Officer but are not bound to any territory.

Baronial/Shire/Canton Lists Officers may run lists at tournaments located in their territorial boundaries.

They may also work outside their boundaries at the invitation of other territorial Lists Officers.

List Deputies may only run Lists in their territories under the supervision of their List Officer.

List Officers-at-large may run Lists anywhere in the Kingdom where they are needed/requested.

The Kingdom Minister of Lists is responsible for running all Kingdome events.

Unwarranted Lists Assistants

Any person who is interested in learning how the Lists Office runs may study and work under the direct supervision of a warranted Lists Officer. However, they may not sign any official Lists Documents.

NOTE: While warrants are good for 2 years, the Kingdom Minister of Lists must update the roster on a regular basis, especially when recently having taken over the office. All Lists Officers must check in by July 1st each year to verify their intent to continue in their current position, or to update the Minister of Lists with any changes in their position.

CHAPTER 2

OPERATING A LISTS OFFICE

Before an Event

As soon as possible after assuming the List Office, you should examine and update your List Officers Kit and prepare your personal list kit. This kit will accompany you whenever you are functioning as a List Officer. There are a number of items that you need to run lists. See Appendix A for a list of suggested contents.

At least 2 full weeks before the event:

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

1. Will any planned activities require a List Officer?
2. What type of List is scheduled? There can be more than one type of list during the event, depending upon the occasion, combat forms involved and the duration of the event.
3. Location of the eric. The List 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 List table will be within easy reach of all the above.
4. What time is set up? Based on this answer, tell the autocrat when you plan to open the lists. List usually opens as soon as the officer is set up and ready, preferably ½-hour before opening court. Lists generally will close between 15 and 30 minutes after opening court closes, unless otherwise specified by the autocrat or the reigning nobles.

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

5. For target archery, check with the autocrat to see what type of shoots will be run.
 - a. Check with the autocrat to determine what type of paperwork will be needed to properly tally the type of shoots. See the archery chapter for form requirements.
6. For Equestrian, check with the autocrat to see what type activities will be run.
 - a. Check with the autocrat to determine what type of paperwork will be needed to properly tally the type of activities being done. See what forms are required.

At least 1 full week before the event:

1. Obtain from the Kingdom List Minister any paperwork forms you may need. Some of these forms are also available electronically from the Kingdom website at <http://www.sca-caid.org/lists/index.html>.
Obtain the current fighter database. This includes all forms of combat, including armored, rapier, youth, unarmored, archery, and equestrian. The database is currently available online and can be checked by an internet capable device.

NOTE: Keep your list kit up to date. It is the duty of each officer to have enough copies of current editions of the required forms, and blank authorization cards to successfully complete an event. (Reimbursement, if needed, comes from the Barony, or local territorial entities funds). Check your forms regularly to ensure you have enough and the most current forms. Replace forms as needed to maintain

adequate stock, in the event of a sudden request to serve where you had not originally planned, there may not be time to get additional forms printed.

Day of the event:

Make sure to 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 List Officer should make themselves known to the autocrat, the herald long, the marshal-in-charge, and the reigning nobles. This is the time to discuss the days business. Once Lists have opened, the Officer may not have any additional time until after the Lists have begun or finished. Ask if this is a large event/anticipated number of combat participants? Do they want to have lists open during opening court? Are byes to be destructive or non-destructive? Are there any special forms or instructions for the Lists Officer?

Doing lists 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 of your other responsibilities (caring for children or a fighter, feeding a household, etc.) to other persons. If you must take time away from the Lists function due to other commitments, you can cause the entire tournament to be delayed or come to a temporary stop while waiting for you. The List Officer in charge may not have a fighter carrying their favor in that list.

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

Lists should be set up in a separate day shade, not in a household or territorial pavilion. This causes too many distractions while the Lists are ongoing and can hinder household or territorial activities. Lists are closed during opening court unless otherwise specified and specific permission provided by the crown heads. If this occurs, it is usually due to being a large event, such as an anniversary.

Communication with the Autocrat is crucial. If any problems or changes in the days lists activities occur, the person to be consulted is the autocrat.

Rules of the Lists: from the Kingdom of Caid Combat Handbook – 6th Edition

The basic rules for SCA combat are contained in the Rules of the Lists. 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 job done by the Lists Officer, but to the general way of doing things in the SCA. As such, they are important for all Lists Officers to know and understand.

1. The Rule of the Lists is reprinted from Section IX.B. of the Corpora of the SCA.
 - a. 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 they have inspected the field of combat and satisfied themselves 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 support personnel whose activities ring them close to fighting in a situation where boundaries are not clearly defined. Heralds, List Pages, and similar officers who lease the field entirely before combat begins are exempt from his 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 they shall have properly authorized under Society and Kingdom procedures. *Fighters are required to sign in at Lists with proof of authorization prior to the start of combat at an event. Lost authorization cards can be replaced by Senior Marshal. For an event without a Lists 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 Social 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 their 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 of 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 regards 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 judgements 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 Marshals appointed deputies.

6. Combatants 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 judgement of the Marshals, is fighting in an unchivalrous manner, or appears to be unsafe on the field, may be barred from participating in the Lists (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 that 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 therefore may not be declined or rejected without facing forfeiture of 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 projective weapons shall be allowed, and no weapons shall be thrown within the Lists of a tournament. The use of approved projective weapons for melee, war, or combat archery 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 Lists or area of combat. The use of archery, firearms, slings, javelins, throwing axes, throwing knives, or any other projectiles is forbidden within the Tournament Lists, 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 the field are formed. We also find such Lists rules as: All fighters on the List must show an authorization card. The Lists must be approved by the Crown heads before the worksheet is set and List cards are done, and any fighter may exclude themselves from a list fight, which will be considered a death against them.

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. This does not include heralds, pages, and similar officers who leave the field entirely before combat begins or those who remain in fixed support points outside the tournament field or battle area while fighting is going on.
2. Membership is not required for participation in fighting practices (formal training sessions). However, a signed waiver is required. The Marshal should handle waivers for practices.
3. Target Archery is not, at this time, considered a combat-related activity. This could change soon, so check back on a regular basis.
4. Equestrian activities require a special waiver at each event, to be signed by all persons at the event regardless of proximity to the activity area.
5. The Marshalate divides responsibility for various combat forms between various equal but separate divisions.
 - a. Armored Combat – Controlled by warranted armored Marshals and Sr. Marshals.
 - b. Period Fence – Controlled by Period Fence Marshals and Provosts only
 - c. Target Archery – Controlled by Range Marshals only.
 - d. Equestrian – Controlled by Equestrian Marshals only.
 - e. Armored Combat Archery – Controlled by ACA warranted Marshals and Sr. Marshals.
 - f. Armored Youth Combat – Controlled by Armored Youth Combat Marshals
 - g. Youth Rapier Combat – Controlled by Youth Rapier Marshals only.
 - h. Siege combat – Controlled by the Siege Marshal
 - i. Unarmored Combat – Controlled by an authorized Unarmored Marshal

IT IS THE LISTS OFFICERS RESPONSIBILITY TO ENSURE THAT ALL FIGHTERS AND INDIVIDUALS PARTICIPATING ON A FIGHTING FIELD WHEN COMBAT IS IN PROGRESS ARE PROPERLY AUTHORIZED. THEREFORE, IT FALLS UNDER THE RESPONSIBILITY OF THE LISTS OFFICER TO CHECK THAT ALL FIGHTER AND MARSHALS HAVE VALID COMBAT AUTHORIZATION CARDS. IT IS THE FIGHTER OR MARSHALS RESPONSIBILITY TO PRESENT A COMBAT AUTHORIZATION CARD, AND A SIGN TOKEN, WHEN SIGNING UP AT THE LISTS. A PERSON WITHOUT A SIGN TOKEN MUST RETURN TO GATE TO SHOW THEIR BLUE CARD AND/OR SIGN A WAIVER FORM FOR THE EVENT, PRIOR TO SIGNING IN AT LISTS.

It must also be remembered that all fighters/marshals, must be in garb prior to signing up at the lists table. In Corpora, it states that all members of the Society must attempt to wear period-looking garb. Fighters/Marshals are not exempt from these rules. Therefore, do not allow someone to sign-up at the Lists table unless they are 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, or whomever could be of help. Tell the fighter that they can take the matter up with the Kingdom Earl Marshal or the Kingdom Seneschal, however, they cannot fight in the tournament that day. You will find that your greatest advocates 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 and Policy sec #12-SCA Combat Related Activities.

Appendix B.4 Combat authorization card shall be issued to each authorized participating in an SCA related activity. The card shall be presented to the Lists Officer at an SCA event to register for such activities and shall establish that the person is authorized. This card must be shown to any Marshal or Lists 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, their tourney bag, or other accessible location, **MAKE THEM GO AND GET THE CARD**. If they cannot get their card (it is at home or lost), check the fighter authorization database list. If the fighter/marshal is on the fighter database list, replace the lost card and let them sign-up for the lists.
3. If the fighter does not have their authorization card, and they are on the fighter database, this verification provides adequate proof of authorization. Additionally, a Sr. Marshal or Kight can vouch for a fighter/marshal as a One-Time exemption. Note the individual and advise them that they are expected to present their current authorization card at all future events.
4. If the Marshal is not on the fighter database, send them to the Marshal-in-charge, to complete Marshal-in-training paperwork, and they will be considered a marshal-in-training for the days event, unless approved otherwise by the Earl Marshal. This includes marshals who say they are Sr. marshals.
5. 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 a proper card.
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, ask if they have moved into CAID or are only visiting. *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.*

For fighters, provide a new fighter authorization form and send them to the Marshal-in-charge to pass a new fighter authorization.

For marshals, send them to the Marshal of the day to obtain marshal-in-training paperwork. If there is time pressure to start, and the fighter has not yet completed the authorization, you may pencil in the fighter at the end of the list to allow time for authorization to be completed. If there is an option to provide a Bye – this fighter may be given the Bye for the first round. However, if they have not passed the authorization before their fight is called, the fight is considered forfeit.

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 much 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. Lists 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. The only alternative proof of actual authorization is a letter from the Earl Marshal. Vouching by another fighter does not make them authorized. 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 standard or Senior Marshals, or the Earl Marshal can sign the card).

- A. Enter the fighter's SCA name.
- B. Enter the fighter's mundane name.
- C. Your SCA name
- D. Today's Date
- E. Initial which type of activity the fighter is authorizing in. Use for SCA initials. If the fighter is authorized as a Marshal, please use the Marshal abbreviations as indicated below.
- F. Expiration date. The expiration date is 4-years from the applicant's birthday. **NOT FROM THE DATE OF AUTHORIZATION.** *Example: a fighter's birthday is in Marsh. Authorization is being performed in August (5 months after the insured's birthday). The expiration date is years from the fighter's birthday, so if the year is currently 2021, the expiration date will be March 2025 on the authorization form.*

Weapons Forms

HEAVY

ACMiT -Marshal-in-training
ACM – Marshal
ACSM – Sr. Marshal

PERIOD FENCE/ EQUESTRIAN/UNARMORED

PFMiT – Period Fence Marshal-in-Training
PFM – Period Fence (Rapier) Marshal
PFSM – Period Fence Sr. Marshal (provost)
RM – Range Marshal
RMiT – Range Marshal-in-training

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 fighters or marshals 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 Lists.

Minors

The minimum age to participate in heavy weapons combat in Caid is 16 years of age (tournament) and 18 years of age (war/melees), with parental permission.

The minimum age to participate in period fencing is 14 years of age (tournament) and 16 years of age (war/melee), with parental permission.

There is no stated minimum age to participate in target archery. The participation is determined by the warranting range-marshal on a case-by-base basis.

Minimum age for thrown weapons and equestrian is 5 years of age, with parent permission.

NOTE: At the top of a minors' authorization card write in MINOR, and their date of birth. Use a highlighter to draw attention to their age.

Minors participating in any combat form requiring authorization are required to bring to each event:

1. A valid combat authorization card.
2. 2 copies of the minor's waiver and informed consent to participate form, signed by their parent or court appointment guardian (L3A). These forms should be done on colored paper. Minors keep an original on their person. The 2nd form, either an original or copy, is turned in and is treated as any other waiver. If the parent/court appointed guardian is not physically present, the form must be notarized.
3. A medical authorization for minor's form signed by their parent 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 if the minor is active in the lists. Monir (or designated adult) keeps this form. The lists officer **MUST** inspect the form at each event and ensure that it is still current.
4. Parent or designated adult must always remain present while the minor is involved in any combat activities.
5. Minor waivers are the responsibility of the youth combat marshal. Lists is not responsible for distributing, obtaining, or reporting on minor/youth waivers.

Sign-Up Sheets

Keeping track of sign-up sheets is no problem when there is only one lists, 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 type of list and then color coordinate the 3 x 5 cards with the sign-up sheet). When a fighter signs up ask them to **PRINT CLEARLY**. Use form L8A1 or L8A2.

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

This is also the appropriate time for a fighter to inform the List Officer of any specific people the fighter does not want to fight in the first round or two. This may include squires (or knights), people with whom the fighter trains regularly, spouses, etc. Do your best to separate these people on your order of combat form. If someone should approach the Lists Officer after the 1st round has been set up and requests not to fight a particular person, the Lists Officer should inform the fighter that the pairings cannot be changed. Even if it would be easy to change, doing this one will cause the fighters to expect it and that may not always be 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 the symbols are not paired during the first 2 rounds.) It would also be unethical to change the course of the Lists once it is in progress.

For large tourneys, Lists may ask fighters to indicate their home territory on the sign-up. When arranging the 1st two rounds, Lists can try to arrange the order of combat so that fighters are paired with other

fighters outside their usual territory. Fighters appreciate fighting “new” opponents that they do not see at their weekly home fighter practice. This is a courtesy, not a rule.

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 Lists 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 (i.e., Armored, period fencers, marshals). The Marshal-in-charge for the event will need a copy of the Marshal sign-up sheets for inclusion with the report. It is a courtesy to give them the completed Marshal sign-up sheet.

CHAPTER 3

INTERFACING WITH OTHER OFFICIALS

Autocrat:

Sometimes you need to interface months in advance with the Autocrat. The Autocrat sometimes dreams up strange Lists scenarios, which don't actually work. They don't always understand the methodology of running tournament 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 Event Steward and a firm grasp of what Lists is to provide for the event. You need to check in with the Event Steward when you arrive on site to let them know Lists is there, find out where to set-up and learn of any last-minute changes.

Tell them when you plan to open and close the Lists. You will likely continue to have contact with the Autocrat throughout the event as they seek updates or coordinate schedule adjustments, etc. They also need the results at the end of the vent 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 because of them.

Marshal of the Day:

The Marshal of the Day is responsible for all combat activities for the event. They will need to coordinate with you regarding most Lists activities. They need to know numbers of participants, need for authorizations, recommendation 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 field from one use to another. The Marshal of the Day will need the Marshal sign-up sheet for their report, so 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 Herald sign-up sheet. Give the form to the Herald in charge at the end of the day, as many Heralds use this to help with their report at the end of the event.

The field Herald coordinator 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 Lists pages, the field Heralds are responsible to return properly marked Lists cards to you as soon as the fighting round ends. Field Heralds should be reminded to mark the Lists cards with a W in the win column for a win, and an 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 "Lists are now open", or "Lord John de Brow, please come to the Lists table".

Other Lists Persons:

Doing Lists is a time critical job. When the Lists are delayed, everyone involved in the tourney is delayed. If the event is large, you may need one or more assistants, so arrange for them ahead of time. Small tourneys are a good place to train an inexperienced person. If the event is large, or you are falling behind, you may need to ask for help from other experienced Lists 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 them so! Not everyone can be a teacher. Put this person in touch with your superior. They will be happy to arrange for that person to get the training they want.

Lists Runners:

Lists pages are people (young or old) who help by picking up Lists cards from the fighting fields (usually the heralds) and returning them to the Lists table, running message 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 Lists cards to you.

Other Officials:

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

A Typical Tourney Day:

1. Pack your personal items and Lists gear (check it twice) and drive to the event. Plan for an 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 Lists officer with their kit at the event.
2. Check-in with the event Steward to find the site where you will set-up. Set up your equipment and prepare for business,
3. Check-in with the Heralds and Marshals. Have the Heralds call the Lists open.
4. Run the sign-up phase. Send fighters missing authorization to the authorizing Marshals as needed. Inform the Court Herald of Court announcements (if any).
5. Have pre-closure of Lists and Lists closed announcements called as they occur.
6. Lists are closed during court (unless otherwise specified by the Event Steward or the reigning nobles for the day).
7. Take sign-up sheets to the reigning nobles of the event. They have the right to prevent anyone from fighting if they so choose. This is also the type to inquire as to whether Byes will be destructive or non-destructive. NOTE: By tradition they default to non-destructive if not otherwise specified.
8. Pair-up lists for the day, advise the Field Heralds and Marshals once they are ready.
9. Run Lists until a winner is determined. The List Officer should watch as much of the fighting as possible and is required to watch the final found (s) as the Lists Offices records certify who is the winner of the day. Tally results and write report.
10. Advise the autocrat and others of results. Deliver the sign-up sheets to the Marshal and Herald of the day for their use with their reports.
11. Clean-up your site, pack-up your gear, load your vehicle and move on to other fun stuff, having successfully completed your duties.
12. ENJOY!!

CHAPTER 4

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 varied widely depending upon the format of the lists selected, and according to personal preference. The two most 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 immediately which fighters are still in, which have been eliminated, and who each has previously fought. Before you fill-out the fighter cards, count how many belted fighters you have compared to the 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 your 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 their starting position in the list. This number will be used to identify each fighter for the rest of the rounds. Each square on the worksheet 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 fighter is received, 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 Lists Officers that the integrity and impartiality of the Lists is determined by the Lists Office. It is imperative that the Lists Officer remains above reproach. You must treat all fighters fairly, regarding preferences. This is the reason we are very strict in our adherence to the rules. If you make an exception for one, you must make the same exception for all. It is very easy for a Lists officer's name to become tarnished because they have "fudged" on the Lists in one way or another. You do not want to be accused of "fixing" or "seeding" the Lists. It may sound impossible, or ridiculous, until it happens to you. Maintain a reputation of fairness, keep accurate paperwork and accounting, and cover all your bases.

Double-Elimination Tournaments:

A double-elimination list is the standard for Caid. It allows more fighting than a single elimination, as a fighter must lose twice before being eliminated. The first round may be assigned by Lists, 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 on the worksheet below them that they have not yet 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 Lists. In all cases, the List 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 Lists that are completely fair and impartial. If they have a way of running Lists that suits you better, feel free to continue running your office your way, as long as it is impartial. One of the best ways to ensure your impartiality is to look at the fighters as numbers, not names.

If you have fewer than 15 fighters, you can suggest to the Event Seward that you run a triple elimination tourney, and if there are fewer than 12, suggest a Round Robin. Both styles allow a lot of fighting for the same length of a tourney day for few fighters.

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

ROUND #1	ROUND #2A	OR	ROUND #2B	OR	ROUND #2C
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:

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 a bye. The simplest way to keep track is to be sure that the bye almost moves up from the bottom, one fighter at a time. If all fighters have received 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 whom have had the bye, and one of whom 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 to the rest of the fighters. Deaths in a bye combat does not usually count (non-destructive) although they may be considered destructive at the please 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, and 7 were eliminated because they had two (2) losses. Cross them out in a recognizable way, to ensure that they are not accidentally included in a future round. Because there are now an odd number of fighters, beginning from the bottom, assign one of the fighters 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 done the Lists whom fighter 2 has not yet fought is fighter 3. Just remember that after assigning 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 until each fighter is assigned an opponent. 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 being eliminated from the list.

Round Robin:

Round Robin style tournaments are probably the easiest Lists to run, as the opponents in each round are already paired up on the Round Robin Lists sheet. All you need to 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 is best to continue. The simplest option if a fighter drops out of the Lists is to treat any remaining fighters against them as a bye, or automatic win.

It should be remembered that Round Robins should never be run with more than 10 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 or triple elimination tourney fighting, but too many fighters for one Round Robin tourney, split then field. Have six (6) fighters right a Round Robin on one field, and five fighters fight a Round Robin on another field, then have the victor from each field fight one another to determine the winner of the day. Round robin sheets are provided for between 4 and 10 opponents per field, however, it is not recommended to have more than that. There are no odd-number sheets as you will simply fill in the last place with a bye if needed.

Lists Cards:

Once the fighting Lists has been set up (in whatever format), set up the cards that will be taken out on the field. A page consisting of four or six cards has been provided in then 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 List Officer. In any case, cards in a variety of colors prevents mixing of the different combat types taking place. On a blank card, in the upper right-hand corner, you will put the number that matches your Lists work sheet. Beginning at the left side, top line, put the righters name (please write legibly so the Heralds can read it). 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 Lists, pair the cards, shifting each set in the stack to alternate. Divide paired cards by the number of fighting field in use for that combat style. Clip each set of cards together and provide a writing implement to go with the cards onto the field. 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 then clip. Ask the Heralds to mark

the winds and losses with W's and Ls in the appropriate spots. Remember to make a card for Lord Bye – the fighter with the bye needs to have a paired card also.

Melee Tournaments

Melee tournaments can be run as a single or double elimination, or as a Round Robin with teams in place of individual fighters. Discuss with your autocrat how many fighters to place on each team, if there are restrictions on the members of the team (number of knights, are alternates allowed, etc.) It is helpful if you can have an announcement made prior to lists to have the 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 already, if the team has been named yet, or if they are looking for a team to join. Have a few team sign-ups for fighters who do not yet have a team. After the teams have signed up on the sheets, use the team names on the cards.

After the initial sign-up and set-up, melee tournaments are actually very easy to run, because you are dealing with a smaller number of variables. You may have hundreds of fighters signed up, but only a few teams that need to be kept straight.

Bear Pit Tournaments:

There are 2 types of Bear Pit Tournaments. The first is run similarly to a melee tournament, except the winning team absorbs the losing team. Eventually there are 2 large teams who will fight it out to win the day.

The second is more like king-of-the-mountain. The fighters line up at each end and will enter as a pair. The winning fighter stays on the field while the vanquished leaves the field and is replaced by the next fighter in line. The vanquished fighter will report to the lists that they fought and lost, and who won. The fighter is then free to get back into a line and start again. These are normally timed, with regular breaks between "rounds".

Mad Dog Tournament:

Mad Dog tournaments are simply on the Lists Officer. All fights are by challenge only. There is no pairing of fighters, nothing for the Lists Officer to set up. Lists simply records the victor of each fight as the day progresses. There is usually some kind of reporting to the lists of who has won each fight, with points given both for fighting and for winning. There can also be additional points depending upon the status difference between the two fighters.

Try to keep an eye on the fighters for both Bear Pit and Mad Dog style tournaments. The fighters have no regularly placed breaks during which to rest and drink water, and the potential for heat exhaustion is higher during these types of events.

CHAPTER 5

REPORTING

The office of the Lists is required to report back to various people at different times, regarding their office. Make sure to keep copies of all paperwork for your personal records and for putting together the annual doomsday report.

At The Tourney:

1. A report must be prepared, and a copy sent to the Kingdom List Officer, the Autocrat of the event, to the Seneschal of the territory, in addition to a copy for yourself. Use form L12 A/B. You can complete the form online or manually, then e-mail or scan the report to all required officers.
2. This report should include the top three (3) finished (in order) for each combat form, as well as other important/pertinent information, such as injuries on the field, special weapons forms used, any restrictions on the lists, problems with fighters or marshals, etc. If there is a problem that requires the Kingdom Lists Officers attention, make sure to flat the item and or call the Lists Officer directly to tell them about it. Also, copies of the sign-up sheet, worksheets or other records of combat on a round-by-round basis, melee team listings, matches, etc. should be included in your report. The general rule-of-thumb is if the local officer has a report, the equivalent Kingdom officer should also have a legible copy of the report. Please send your reports to the Kingdom List Officer within ten (10) days of the event. If your local group required it, submit a copy of your report to them, as well as any receipts of money spent for the event, for reimbursement for your expenses.

Always keep a copy of your report in your records for both you and your successors information.

A Canton Lists Officer is a deputy to the Baronial Lists Officer. They should check with their Baronial Lists Officer to determine if they or the Baronial Lists Officer is responsible for sending the report to the Kingdom.

Other:

Some areas ask for more reporting of their officers than others. In some Baronies, a monthly report is required at council meetings, in addition to the submitted event report. The Barony may also require quarterly and yearly reports as well. Ask your Seneschal what the reporting expectations are for your territory.

Doomsday Reports:

Doomsday reports are due to the Kingdom Lists Officer by December 1st each year. In them, the officer should report:

1. All events run during the past year.
2. Any needs you may have. If you know you are weak in any specific area and would like help or instruction, ASK. If you are having a recurring problem in your area, perhaps other areas are also having similar problems. If so, a Kingdom wide solution may already be in place, or perhaps another area has solved the problem and you can benefit from their experience.
3. If you have solved a problem or come up with a new system for doing something, share it. These suggestions can be by way of criticism also. If you have a suggestion, don't wait! Report it!

4. Is there some new type of tourney that your area is sponsoring? Do you have a new deputy? Are you planning to leave your office in the next six (6) months? Report is, especially if you are planning on stepping down. Your replacement needs to be found and trained, and more time is better than less in these cases.
5. Comments. If you have anything else to say or add, this is the place to do it. \

IDEAS NEED NOT WAIT UNTIL THE DOOMSDAY REPORT IS DUE. ANY TIME THERE IS A PROBLEM OR A BETTER WAY OF DOING SOMETHING IS DEVELOPED. PLEASE E-MAIL OR CALL IMMEDIATELY. THE SOONER SOMETHING IS DISCUSSED, THE SOONER IT CAN BE HANDLED.

CHAPTER 6

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 (i.e.. count as a loss for both fighters), to complex, such as combatants being required to use different weapons each round, to very complex, with melee teams involved in point-based scenarios mixed with melee team membership changing between the rounds or anything more or less than standard double-elimination tournaments. Non-standard events may also involve significant input and control from outside the Lists 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 you to do.

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

Never be afraid to ask questions! The Lists person need to know – IN ADVANCE – if any portion of the day's activities will be non-standard. It is useful for the Lists Officer to attend local business meetings and discuss Lists needs with Autocrats in advance. This is useful not only to keep current with their duties as officers, but also to hear about any special plans when they are being set up, and the Event Steward is readily at hand. Find out as early as possible if something non-standard is being planned for event you will be handling the Lists for. 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, that needs to be known to you so you, as that means there may be fights that have no winners at all. As another example, her Excellency wishes each fighter to recite a poem to her before engaging in combat. This does not directly impact your running of the Lists; however you do need to know and plan for rounds to take longer and the Marshals and Heralds to be busier while fighters extoll her excellencies many attributes. If you are not comfortable with your ability to implement the desired non-standard features, make up a mock Lists and run through it, looking for problem areas. Then, discuss these areas with the Event Steward to find procedures that work for you and will give them the results they want. Make note of any problems you anticipate and develop a plan on how best to mitigate e or solve them in advance. Unusually non-standard rules need to be completely explained to the participants to avoid bad feelings or potential safety issues.

Many times, the Event Steward will have on a partial idea of how they wish an event to go. As the Lists Officer, you can advise the Autocrat in advance of your concerns or worries about how the planned non-standard activity will affect the lists, up to and potentially including being unable to be completed. Strive to find a way that will allow the Event Steward to have the activity they want, but in a format that can be made to work, and within the time frame allowed.

Once the event is over, the Autocrat receives a copy of the results of the combat events of the day. Waivers are required as they would be for any other event. Mark your report with the results. Keep a copy of your report for your files and forward the event report to the appropriate officers.

CHAPTER 7

TARGET ARCHERY

Archery Authorization Cards:

It is the Lists Officer's responsibility to ensure that all archers and individuals participating on the archery field while shooting is in progress are properly authorized. It is the archer's responsibility to present the Lists with a combat authorization card and a site favor. If they have no site favor, they must return to gate to obtain one before they can sign up for the shoot.

It must also be remembered that all archers/Range Marshals must be in garb when signing-up at the Lists 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 Lists table if they are not properly dressed.

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. There is no other requirement, and they may sign-up on the Lists.
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 (or Range Marshal) to receive a fighter authorization card.
3. The Combat Authorization card is expired. Send the archer to the Minister of Archers (or a range marshal) to reauthorize and receive a new card.
4. The archer presents you with a new archer authorization form. The Range Marshal-in-charge will give the archer the necessary paperwork, correct the test, and see if they have past the authorization test. Once the archer has successfully authorized, the Range Marshal-in-charge will issue a new authorization card. Have the archer sign up on the Lists.
5. The archer says s they are authorized, but their temporary authorization card has expired, or they do not have a temporary card. The Kingdom Minister of Archers must have a copy of every archer's authorization form on file, as an archer is not considered fully authorized until the Minister of Archers has a copy of their form and it has been entered into the database. If the archer has sent in their paperwork but has not yet received a letter from the Minister of Archers, check the fighter authorization lists. If the archer is listed, have them go to the Marshal-in-charge for a new authorization card.
If the archer had not sent in their paperwork, in not in the database, and/or their temporary card has expired they must reauthorize before being allowed to shoot that day. If they cannot reauthorize that day, they may not compete.
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 from their kingdom. If the archer does NOT have a Combat Authorization Card, they must reauthorize under Caid rules. If the archer previously lived in another Kingdom and has since moved into Caid, they must reauthorize that they are put onto the fighter authorization database for Caid. Send the archer to the site Marshal-in-charge for the necessary authorization paperwork and processing.
7. The archer/Range Marshal does not have a valid Combat Authorization Card but wishes to participate in the day's archery activities. If they left it in their car, they must retrieve it and show it to the Lists Officer to be allowed to participate. If they cannot find their card, check the fighter database. If they are listed as authorized, issue them a new authorization card. The archer may also be verified by a Range Marshal if they were the one that authorized the archer.

Sign-Up Sheets:

Archery Sign-ups require more information than armored, period fence, or unarmored combat requires. 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 the event. When an archer signs-up, make sure that their name is legible so that it may be transferred properly to the cards.

It is your responsibility to determine that every archer and range Marshal that goes onto the field meets the SCA authorization requirements. Even if an archer will not be shooting that day but will be engaging in game rounds or open shooting. If they are shooting at all, they must be authorized.

Use a Marshals sign-up sheet for the Range Marshals who will be participating (form L8B).

Archery Ranks:

Novice

Bowman

Yeoman

Forester

Bow Master

Royal Bow Master

Archery Forms:

Crossbow Divisions

- a. Open
- b. Period
- c. Junior (15 years & younger)

Hand bow Divisions:

- a. Open
- b. Longbow

Range Marshal Ranks:

Range Marshal

Range Marshal-in-Training

Setting Up and Running the Lists

Once all archers are properly signed up and everyone has a waiver in place, the Lists 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 simply a matter of tallying scores as they are returned to you by the Range Marshals.

Royal Rounds:

For events with Royal Round shoots, you will be provided with scoring forms (form L16 A/B/C) that are treated in much the same way as the cards for armored and period fence events. The Autocrat or the Range Marshal-in-Charge will let you know how many targets (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 was requested, and give these to the Herald (or Range Marshal) with our group for each available target. It may take several rounds to complete the Lists. As the score sheets come back, check the math (you may want to bring a

calculator with you) and mark the totals down on whatever score sheet the Autocrat has provided / requested.

The Autocrat may request that you group archers' results by ranking and report the highest scoring archer for each rank.

Caidan Open

The Caidan Open is the only archery tournament that is run different than a normal shoot. It is run in a manner closer to a weapons tournament, much like a standard double elimination tournament.

However, the first-round opponent assignment may be made by having lower ranked archers choose a more skilled opponent. This is arranged for you by the Heralds and the Range Marshals. You will be given the first-round assignments, however, from there run this as you would a regular tournament.

Other:

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

Reporting:

Archery tournaments have the same reporting and waiver forwarding requirements as any other tournaments. The only exception is that legible copies of all scores must also be sent to the Kingdom Minister of Archers. This is critical as the scores are used to determine the archers' rankings.

CHAPTER 8

EQUESTRIAN EVENTS

Waivers:

Special waiver forms are required for equestrian events. These are to be signed by all persons at the event, regardless of any other waivers already signed as a part of their membership. This is without exception! This is normally handled at gate, not by Lists. Equestrian waivers are the responsibility of the Equestrian Marshal. They may ask the Lists Officer to assist with this, however, Lists is not responsible for the waiver(s).

Score Sheets:

Check with the Equestrian Marshal to determine how involved the Lists are going to be. Often the equestrian Marshal has already lined up sufficient crew to manage the competition without further need for the Lists Officers involvement.

Forms can be requested from the Academy of Equestrian Arts (current versions of this form can be downloaded from www.sca.org/docs). There are two (2) types of scoring sheets generally used for equestrian events. A master sheet with all events on it, which remains at the Lists table. And an individual event scoring sheet for each individual event. This is usually taken onto the field and used by the event official(s) for scoring. As the Lists person could be handling up to 6 events (plus specialty events) each at three (3) levels of rider skill, the paperwork can become quite completed and intense. Liberal use of clipboards, paper clips, binder clips, and colored papers can be very helpful.

When entering the contestants' names, be sure to specify which horse each rider is using. Contestants may share horses, so it is important to space these competitors apart to allow for a change of rider/horse.

Contestants in equestrian events consists of a specific rider and a specific horse – in combination.

After all events are run and completed, the results from the individual event sheets are transferred to the Master Scoring 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 results for the Lists records, and submit a copy to the sponsoring area, the Academy and your superior Lists Officer.

Signage:

(May 2004)

Society requires that signs are posted, in conspicuous places around the event site, that clearly warns participants that equestrian activities are inherently dangerous. The signs **MUST** meet very specific requirements. For instance, they must be white with 1-inch-high black letters and display very specific language. The Equestrian Marshal and the Autocrat of the event are responsible for these signs and probably already have them at hand. (Current versions of this sign can be downloaded from www.sca.org/docs).

CHAPTER 9

YOUTH ARMORED COMBAT

Youth sign-ups, waivers, and lists are the responsibility of the Youth Combat Officer. Check with the Youth Combat Officer to see if they would like assistance with sign-ups for youth combat activities. The Youth Combat Officer will collect and maintain appropriate waivers. The Youth combat Officer will report results of the days combat to the Lists Officer, to include on the List event report.

APPENDIX A

Suggested Contents of a Lists Kit.

There are a few supplies and forms that you MUST have to successfully run Lists. Below are suggested contents for a minimal personal or Territorial Office Lists kit. Please feel free to add additional items depending upon your experiences and personal needs.

NOTE: Be sure to regularly check your kit and replace used or out-of-date supplies/forms. The items listed below are the minimum you will need to run a List.

1. Authorization Cards and a current list of authorized fighters. Contact the Kingdom Lists officer or the Earl Marshal for a current copy of the cards and the fighters list.
2. Lists forms
3. Lists Cards (pre-printed or 3 x 5 index cards) preferably in a variety of colors.
4. Clips (paper and /or binder type in several sizes)
5. Pens and highlighters (in multiple colors).

Optional items (add/delete items as necessary until you are comfortable with the contents of your kit.)

1. Table, shade cover (pop-up), chair and chair pillow
2. Paperweights (small beanbags work well).
3. Solar powered calculator
4. Scotch / masking/duct tape
5. Flashlight and batteries
6. Stapler and staples
7. Scissors and a ruler
8. Safety pins (multiple sizes)
9. Letter holder
10. Lists banner
11. Clipboards/ clipless boards (These pack easier/more tightly)
12. Notebook with lined paper
13. Handbooks for each of the combat forms
14. Post-it notes (multiple sizes)
15. Glue stick
16. Whistle or loud bell
17. White-out
18. Sunscreen/lip shield, hand wipes
19. Push pins
20. Rubber bands and/or string
21. Plastic bags (zip-lock and trash type)
22. Carrying box

APPENDIX B

Sample Copies of Lists Office Forms

This section contains the forms needed to successfully run a List Office and various types of events. You will not need all forms for each activity, but it is good to have them available, as you never know when an event may be changes 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)

Request for a warrant.....	L.1
Warrant of Appointment to Office	L.2
Armored Combatant Sign-up Sheet (page 1)	L.3
Armored combatant Sign-up Sheet (page 2)	L.4
Rapier Sign-up Sheet (page 1)	L.5
Pick-Up Sign-up Sheet.....	L.6
Heralds Sign-up Sheet.....	L.8
Marshals Sign-up Sheet.....	L.9
Double Elimination Worksheet Page 1.....	L.10
Double Elimination Worksheet Page 2.....	L.11
Double Elimination Worksheet Page 1a.....	L.12
Double Elimination Worksheet Page 2a.....	L.13
Round Robin	
4-fighters.....	L.14
6-fighters.....	L.15
8-fighters.....	L.16
10-fighters.....	L.17
12-fighters.....	L.18
Melee Combatant Sign-up Sheet.....	L.19
Mad Dog Score Sheet.....	L.20
Lists Results Report.....	L.21
Event Report (archery).....	L.22
Lists Cards	
12-Rounds.....	L.23

22-Rounds.....	L.24
Large Cards.....	L.25
Archery Sign-up Sheet.....	L.26
Royal Round Score Sheet.....	L.27
IKAC or Royal Round Score Sheet.....	L.28
Clout Shoot Score Sheet.....	L.29
Archery Score Sheet (Composite).....	L.30
Double Elimination Archery Score Sheet.....	L.31
Equestrian Individual Score Sheet.....	L.32
Equestrian – Composite Score Sheet.....	L.35
Youth Armored Combat Sign-up Sheet.....	L.36

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.*