

# **The Middle Kingdom Archer's and Archery Marshal's Handbook**

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# Middle Kingdom Archer's Handbook

- I. The Middle Kingdom expects Target Archery Participants to obey all Rules and Regulations outlined in the SCA Archery Handbook.
  - A. The Middle Kingdom Archer's Handbook, Archery Marshal's Handbook, and related materials are supplemental to the Society Rules.
  - B. Archery Marshals running a range must be obeyed, in the case of a safety concern They are responsible for enforcing the rules.
- II. Equipment Requirements must be followed. Bows and Crossbows must reflect the "Spirit of Medieval Archery." No modern style compound bows are permitted in competition,
  - A. Modern Recurve and Take Down bows are permitted as long as they comply with relevant SCA standards.
    1. Any metal risers that have holes through them must have the holes covered. Duct tape is acceptable for this.
    2. Stabilizers of any sort are prohibited.
    3. No sighting mechanisms are permitted on Recurve or Longbows. Simple marks on the limbs for elevation are permitted
  - B. Crossbows are permitted as long as they comply with SCA conventions.
    1. Modern Rifle style stocks (tillers) are acceptable. Any holes must be covered.
    2. Simple rear sights are permitted on crossbows. They should be fixed in nature and not easily adjusted.
    3. Pistol handled crossbows are not permitted, regardless of their size.
    4. Split prod designs are not permitted for competition.
    5. Prods may be of any SCA acceptable material, including, but not limited to Wood, Aluminum, Steel, and Fiberglass.
    6. Coverings of leather, cloth or other material on crossbow prods is acceptable and need not be removed for inspections.
  - C. As per SCA Rules, arrows used for competition must be made of wood or other traditional material with "natural" feather fletching. Dyed feathers are

acceptable. Crossbows may have wood or parchment fletches.

1. Aluminum, fiberglass, or other material arrow shafting may be used for children's activities.
2. Points must be of a sort that causes minimal damage to targets. Broadhead hunting points of any sort are unacceptable at any time..
3. Bodkin points, Field Points, Target Points are all acceptable.

or  
D, Marshal's will inspect all bows and random arrows before use in competition  
Practice.

1 .Inspections are a courtesy and a "considered opinion" regarding equipment. They Are NOT in any consideration a certification that the equipment is 100% safe,

2.The individual archer is always responsible for his/her equipment.and its safe maintenance.

III. Archers are expected to know and obey the Middle Kingdom Rules of the Line.

- A. A Warranted Archery Marshal must be present at any SCA sanctioned Archery function.
- B. Each Archer shall recognize that he/she is responsible for the safe use and maintenance of a potentially deadly weapon. The individual Archer is personally and solely responsible for any and all risk or liability of Bodily Harm or Property Damage.
- C. All bows and representative random arrows or bolts must be inspected by a Warranted Archery Marshal or supervised Marshal in training before use at any SCA Sanctioned function. Marshals must have their own gear checked by another person. It is STRONGLY preferred that the person be another Warranted Archery Marshal or Marshal in Training.
- D. Archers shall approach the Shooting Line only when instructed to do so by the Line Marshal and stand astraddle the line. Seated Archers shall assure that they are positioned such that the points of their projectiles are on the target side of the line. Nocked arrows or spanned bolts must be pointed down range at all times.
- E. Arrows shall not be nocked or crossbows spanned and loaded until directed by the Line Marshal.

- F. Archers shall retrieve their arrows or bolts only on command of the Line Marshal. Only one Archer should pull arrows from the target face at a time. Others watching or waiting should stand to the side.
  - G. Inappropriate behavior of any kind by any person will not be tolerated. This specifically includes use of any intoxicating substance at the range.
  - H. The command “HOLD” is reserved for safety concerns. Anyone may call “HOLD” if they perceive anything unsafe.
  - I. A copy of the Rules of the Line shall be available at or near the Archery Range. Possession of the Middle Kingdom Archer’s Handbook at the Range fulfills this requirement.
- IV. Archers are expected to be familiar with the standard common Range Commands.
- A. “Clear Down Range!” is called before opening the Range for use, assuring that there is nobody is in the danger zones.
  - B. “Archers (may) approach the Line!” establishes that the participants may advance to the Line, standing straddling it .
  - C. “Archers (may) Shoot/Loose!” releases the archers to shoot at the target of their choice. Optionally, a specific number of shots may be called.
  - D. “Bows Down!” is a safety precaution used before anyone is allowed to advance toward the targets. Archers are expected to lay down their bows in a rack or on the ground.
  - E. “Archers (may) Retrieve!” tells the Participants that it is safe to cross the Shooting Line to score and/or retrieve their arrows.
  - F. “Return to the Line!” means that time allotted to search for hidden arrows has passed and participants are to return to the Assembly Area behind the Shooting Line. The last person to return past the line should be the Line Marshal or another designated Archery Marshal.
  - G. “HOLD!” means there is a perception of a safety issue. It is recommended that some other command be used for ending timed shoots.
  - H. The Line Marshal may elect to use a whistle to signal, but he/she is responsible to explain those signals.
- V. Disruptive or unsafe behavior will not be tolerated on the Archery Range. Persons acting in an unsafe manner will be asked and required to leave the Range.
- A. Intoxication of any sort will not be tolerated. This includes use of alcohol, illegal substances, prescription medications, or any other substance that affects one’s judgement.
  - B. Abusive or Argumentative Behavior may result in the individual being removed from the range or even the Event.
  - C. Repeated disobedience to the Rules of the Line or failure to obey proper commands of the Marshal staff may result in the individual being removed

from the Range, the Event, and further sanctions. Local Law Enforcement may be contacted with the concurrence of the Event Steward and Local Seneschal.

- D. Any activity deemed dangerous, inappropriate, or disruptive by the Marshal staff may be cause for removal from the area.

VI. Youth Participation is to be encouraged.

- A. **There will never be a child or youth left alone with any Archery Marshal who is not their parent.** The “Two Deep Rule” will be obeyed at all times. No further discussion.
- B. Archery Marshals are not babysitters. Parents may be required to remain directly present for the child to participate.
- C. Older minors and youth may be permitted to participate with a parent on site, but not physically present at the Range at the discretion of discretion of the Archery Marshal in Charge.
- D. Archery Marshals are not to discipline other people’s beyond quick, verbal and public corrections. Parents will provide any further discipline needed.
- E. At a full Event, no waiver is needed beyond the general site waiver. However, when in doubt, ask for a waiver.
- F. Not every Archery Marshal needs to submit a “Background Check.” It may be advisable if duty brings one regularly into contact with youth or children.

# Archery Marshal Handbook

- I. This handbook is to provide information that all Target Archery Marshals must have.
  - A. It is not fully comprehensive, in other words, it does not cover everything that an experienced Marshal may need to know.
  - B. Keeping a copy of the Middle Kingdom Rules of the Line is mandatory at an Event, Demo, or Practice. It need not necessarily be a copy of this handbook.
- II. Overview of subjects that will be covered:
  - A. Equipment Inspection
  - B. Range Operations
    - 1. Safe Range Layout
    - 2. Rules of the Line
    - 3. Range Commands
    - 4. Disruptive or Unsafe Participants
  - C. Youth/Children Participation
    - 1. Background Checks
    - 2. Waivers
    - 3. Parental Presence Requirements
  - D. Tournaments
    - 1. Society and Middle Kingdom Standard Tournaments
    - 2. Specialty Tournaments
    - 3. Novelty Shoots
  - E. Archery Marshal Responsibilities
    - 1. Kingdom Archery Marshal
    - 2. Regional Archery Marshal
    - 3. Marshal at Large (or “of the Field”)
  - F. Reporting Requirements and Policies
    - 1. Quarterly Report of Activity
    - 2. Event Reporting
    - 3. Incident Report

- a. Injury
- b. Equipment Failure
- c. Disciplinary Action

G. Revocation of Warranted Archery Marshal Status

III. Equipment Inspection

A. Equipment Inspection is a courtesy, albeit a mandatory one, we give the archers. It allows a bow to be checked by the proverbial “second set of eyes.” The individual archer is not absolved of responsibility to maintain safe equipment. Neither is a “passed” inspection in any way a guarantee or certification of 100% safety. It is only the educated opinion of the Archery Marshal that the equipment inspected is safe for use at the time inspected. Archery Marshals are STRONGLY encouraged to have another Archery Marshal check their personal gear if one is available. If no other Marshal is present, this inspection may be done by another experienced archer.

B. Recurve/Longbow: Check the bow when it is not strung

strung

1. Do not make the archer unstring the bow if it is presented already

2. Look at the riser and limbs of the bow.

a. Look for chips, scratches, cracks or flaking in the bow limbs

b. Is either of the limbs twisting?

c. Are there any sharp places that contact the string?

d. Is the string in good condition?

i. “Fuzzy” strings likely need waxed

ii. Broken strands in any style of string are unacceptable

iii. Flemish Twist strings must show some amount of twist

iv. Servings should be intact, no gaps or fraying

v. Loops appropriate to the type of string.

3. Have the archer string the bow.

a. Check again for Limb Twists

i. Is the string centered on both limbs?

ii. If the string is off center, does it fall to the same place if eased down?

drawn and

iii. (Have the archer draw the bow) Does the archer struggle to draw or hold the bow?

to draw or hold

C. Crossbow: Most likely will be strung

1 Check the Prod (bow)

- a. is the Prod centered and square to the Tiller?
  - b. is the Prod securely attached to the tiller?
    - i. Prod cannot be moved off center
    - ii. Slight (less than ½ inch or so) wobble up and down or fore and aft is okay
  - c. No detectable cracks, splits, sharp spots or burrs
  - d. Check string and nocks for signs of wear
2. Stirrup securely attached (if so equipped)? Attachment need not be rigid.
3. Tiller in good condition?
- a. no cracks, splits, or sharp edges
  - b. Does the tiller fit the archer?
  - c. Modern style (rifle) stocks are permitted, as long as there are no holes that can be seen through from the side
  - d. Pistol style crossbows are not permitted, regardless of size
4. Release Mechanism
- a. Holds firmly
  - b. Crisp release
  - c. No signs of extreme wear.

#### D. Arrows

1. Wood shafts?  
Modern shaft materials may be used in practice but not Tournaments
2. Feather or other period material fletching?  
Plastic vanes may be used for practice
3. Points and nocks secure?

- E. Handling problems with equipment: Discuss the problem with the archer and help him/her come to a reasonable solution. Offer assistance as you are able.

#### IV. Range Operations

##### A. Safe Range Layout

1. Adequate Safe Zones must be maintained around Archery Ranges
- a. Minimum of 20 yards either side of the outermost target/s
  - b. Minimum of 50 yards or the distance from the shooting line to the farthest target to the rear of the targets
2. Waiting Areas
- a. Archers waiting to shoot should be kept 10 yards behind the shooting line



line

b. Spectators should remain at least 10 yards behind the shooting

B. Rules of the Line

1. A copy of the Middle Kingdom Rules of the Line will be present at any SCA sponsored Archery activity. The Marshal in Charge shall inform archers of any special range rules or conditions.
2. Announce the Rules of the Line when opening the Range..

C. Range Commands: A list of the formal Range Commands

1. "CLEAR DOWN RANGE" Command to assure there is no one down range before allowing archers to shoot. Another variation is, "IS THERE ANYONE DOWNRANGE?"
- 2."ARCHERS (MAY) APPROACH THE LINE" Command to signal the archers that they may step to the Shooting Line, straddle it, and prepare to nock and loose.
3. "ARCHERS MAY LOOSE" (if there is any restriction on number of arrows, time, or any other parameter, state it here)
4. "BOWS DOWN" Instructs archers to lay down their bows on the ground or in a rack.No bows are to be carried forward of the Shooting Line.
5. "ARCHERS (MAY) RETRIEVE" Tells the archers that they may cautiously approach the target(s) to recover their arrows
6. "RETURN TO THE LINE" Indicates that the time allotted for retrieval is over and that everyone must return to the far side of the Shooting Line. Usually the Line Marshal or Marshal in Charge is the last person to return.The Marshal of the Line may call the range clear or wait for different targets to be set.
7. "HOLD" is a command reserved for safety issues. Anyone may call "HOLD" for a perceived safety issue. Archers will be expected to clear their bow/crossbow and step back from the line for further instructions.
8. Whistle commands may be used at the Marshal's discretion, but must be explained by the individual marshal

D. Disruptive or Unsafe Behaviors cannot be tolerated on any Range or Line. This list is not in any way to be considered all-inclusive

1. Intoxication of any kind will not be tolerated. This includes alcohol or any other mind-altering substance save only prescription medications. Intoxicated individuals will be removed from the Archery Range. Minors will be escorted to their parents or responsible adult. Appropriate local law enforcement may be notified.
2. Abusive or argumentative behavior may result in the individual being removed from the Archery Range (and possibly from the site at the discretion of the autocrat/Event Steward).
3. Repeated failure to abide by the Rules of the Line or the instructions of the Marshal(s) of the event may result in removal from the Range.
4. Other actions deemed disruptive or unsafe by the Marshal in Charge may result in removal from the Range and possibly the entire event.

#### V. Children/Youth Participation

- A. Archery Ranges are, almost by definition, “Wide Open Spaces.” Additionally, Archery is considered to be an “Adult” activity in which Youth and Children may be allowed to participate.

1. Marshals do not necessarily need to be “Background Checked” unless they are regularly assigned to work with minors.
2. There must always be two (2) adults present when a minor is participating in an archery activity unless the adult is the parent/legal guardian of the minor
3. A parent present will fulfill the “2 Deep” requirement.

- B. Archery Marshals are not “Baby Sitters.”

1. Marshals will require a parent to be present with *any* archer under the legal age in the event venue.
2. Parents of children under the age of 12 are expected to stay with their child.
3. Marshals will not discipline children, but will advise the parents on what is wrong and what corrective action is needed. The sole exception to this is when failure to react places someone in danger of injury.

- C. Waivers beyond standard Site Waivers will not be required for minors to participate.

1. At least two adults must be present at all times with any minor

participants.

2. Minors who wish to try archery at a demonstration may be permitted to do so if their parent signs them in on a roster waiver conforming to SCA standards.

## VI. Tournaments

A. Standardized Tournaments can be used to allow for comparison of scores

1. Royal Round is the common accepted SCA Tournament
2. IKAC is another standardized shoot
3. Gwyntarian Archery Guild Winter Shoot is yet another standardized shoot.
4. SSAC
5. Rules for all of these may be found online.

B. Novelty Tournaments can be practically anything that can be safely implemented.

1. Write down the shoot, but be open to suggestions.
2. Announce rules before starting the shoot
3. Trying to keep as many archers shooting as long as possible is a desirable goal.

## VII. Archery Marshal ranking and expectations

A. Kingdom Archery Marshal (Deputy Earl Marshal for Target Archery)

1. Kingdom Officer responsible for managing the Target Archery programs of the Middle Kingdom.
  - a. Administers Archery Marshal training throughout the Kingdom.
  - b. Supervises Archery Marshals
  - c. Completes and files reports quarterly to the appropriate Kingdom and Society officials. These reports are scheduled to be sent on or before the fifteenth (15<sup>th</sup>) day of December (Domesday), March, June, and September.
2. Direct supervisor over Regional Archery Marshals
3. Develops and maintains training standards and rules for Archery Marshals.
4. Develops, maintains, and modifies as necessary Middle Kingdom Rules of the Line and other archer training
5. Coordinates any experimental weapons research and development as related to Target Archery.
6. Exercises final approval of new Archery Marshals and Archery Marshals

transferring into the Kingdom from elsewhere.

#### B. Regional Archery Marshal

1. Compiles and coordinates quarterly and event reports from the Archery Marshals at Large/of the Field. Quarterly Reports to the Kingdom Archery Marshal are due not later than the seventh (7<sup>th</sup>) day of December (Domesday), March, June, and September.
2. Maintains a roster of active Archery Marshals within the Region
3. Assists the Kingdom Archery Marshal in administration of the programs
4. Advises local officers within the Region about Archery related issues.  
NOTE: This is not to be interpreted as the Regional Archery Marshal holding any power to dictate decisions to any group regarding its officers.
5. Assists the Kingdom Archery Marshal with any incident investigations that need be undertaken.
6. Other duties may be requested/assigned as situations dictate.

C. Group Archery Marshal is not a required position but may be filled at local wish.

1. Coordinates Archery Activities within the local group, including practices, demos, and events as scheduled.
2. Reports on the same schedule as a Marshal at Large/of the Field, but may include other local Archery Marshals in the report, as long as all needed information is provided.
3. Other duties may be requested or assigned by appropriate local officers or by the Regional and Kingdom Archery Marshals

#### D. Archery Marshal at Large/of the Field

1. May be Marshal in Charge of Archery at any event within the Kingdom.
2. Has successfully completed Archery Marshal in Training requirements
3. Files Quarterly Reports to the Regional Archery Marshal, due not later than the first (1<sup>st</sup>) day of January (Domesday), March, June, and September. NOTE: use of the electronic link on the Middle Kingdom home page will file the report through th the Kingdom Archery Marshal and to the Regional Archery Marshal.
4. Assists other Archery Marshals as needed in administering Ranges at events, demos and practices.
5. Other individual duties may be requested or assigned by Group(if applicable), Regional, or Kingdom Archery Marshals or by appropriate other officers.

### VIII. Reporting Requirements and Policies

A. Marshal at Large Quarterly Report of Activity (Includes Marshals in Training)

1. Quarterly Reports from Marshals at Large are due March, June, and September 1 of the Calendar Year.
2. A "Domesday Report," summarizing the Marshal's activity for the Prior year is due December 1
3. These reports may be filed electronically, either through the tab at [www.midrealm.org](http://www.midrealm.org) or directly e-mailed to the Regional Archery Marshal.
4. Failure to report 2 Quarters consecutively will result in Revocation of Warranted Status.

B. Regional Archery Marshal Quarterly Report

1. Quarterly reports summarizing archery activity in the Region and tallying how many marshals are active or have failed to report are due March, June and September 7 each year.
2. Domesday Reports summarizing the year's activity will be due December 7.
3. Regional Marshals are expected to file their reports to the Deputy Earl Marshal for Target Archery (Kingdom Archery Marshal) either by e-mail or USPS.
4. Failure to Report or Late Reporting twice in a Calendar Year can result in Revocation of Warrant.

C. Kingdom Archery Marshal (DEM for Target Archery)

1. Quarterly Reports summarizing activity, estimates of participation, and numbers of Archery Marshals will be due March, June, and September 15 each year.
2. The Kingdom Archery Domesday Report will provide estimates of participants, numbers of Marshals, Events that held Archery activities, and counts of active Marshals and any marshals whose warrants have been revoked. It is due December 15 each year.
3. Kingdom Archery Marshal is required to report as noted to the Kingdom Earl Marshal and to the Society Archer General.

D. Incident Reports

1. Injury Reports must be filed if the injury requires professional treatment (EMT, Emergency Room, or other Medical Facility) or any time an injury is caused by equipment failure. Any injury to a second party or spectator will be reported.
2. Equipment Failure Report should be filed When there is a catastrophic failure of equipment. For example, when a bow either splinters, breaks in two, or cracks in such a way that it may or does injure someone.

i. Equipment involved in any incident should be “quarantined” until such time as a Regional or higher Archery Marshal has opportunity to inspect it after the fact. This will be held especially true for equipment that is involved in an injury.

ii. Equipment that breaks may not be confiscated. It remains the owner's property. In the case of a “quarantine,” the Marshal may either mark the equipment in some fashion or may ask the owner's permission to hold the equipment until investigations are completed.

3. Disciplinary Action Report MUST be filed if any individual is removed from the Range “for cause.” This will include, but is not limited to intoxication on the Range, failure to heed Archery Marshal's instructions or requests, and other disruptive behaviors. Further sanctions may be given to the archer at the discretion of the Kingdom Archery Marshal, the Kingdom Earl Marshal, or higher officer. Appeals will be decided by the reigning Royals or by the appropriate Society Official.

## IX. Revocation of Warranted Archery Marshal Status

### A. Revocation for Cause

#### 1. Failure to Report

##### a. Marshal at Large

i. Failure to Report two consecutive quarters

ii. Inactivity for one (1) or more years

##### b. Regional Marshal

i. Failure to Report twice (2X) in a Calendar Year

ii. Late to report twice (2X) in a Calendar Year

##### c. Kingdom Marshal: at the pleasure of the Earl Marshal and Curia

#### 2. Misconduct

a. Intoxication on the Range. Period.

b. Illegal activities of any sort (Modern as well as applicable laws)

c. Cheating on scores reported to any higher level

d. Issues dealing with children and failure to appropriately safeguard or chaperone them.

e. Any activity that may cause legal or other liability risk to the Society, Kingdom or other participants in the event or function beyond “normal” levels.

SCA/Kingdom

### 3. Lapse of Membership

- a. Marshals whose SCA Membership lapses will be placed under suspension.
- b. Lapse of Membership longer than 3 months will be considered to be voluntary resignation.

B. Prior Kingdom Archery Marshals are relieved of the quarterly reporting requirements unless required to file Archery related reports during the quarter. Inactivity in Archery longer than one (1) or more years will still result in revocation of Marshal status.

### C. Reinstatement as an Archery Marshal

1. Persons who have been suspended or whose Membership has lapsed may apply for reinstatement as Archery Marshals.
2. Reinstatement will be considered at Regional Archery Marshal or Kingdom Archery Marshal level on an individual basis. Appeal of the determination will follow the "Chain of Command" ie: Regional Archery Marshal, Kingdom Archery Marshal, Kingdom Earl Marshal, Reigning Royalty, Society Archer General or other Society designated officer.
3. Applicants for Reinstatement may be required to complete current Marshal in Training programs, at the discretion of the Regional Archery Marshal or higher. This also means that Reinstatement does not necessarily require such programs be completed.
  - a. Partial re-training may be required, for example, any newly required training since the applicant was last active as an archery Marshal
  - b. Testing requirements may be considered. Written and/or Oral tests may be required.
4. Reinstatement is not automatic. Persons whose Marshal status has been revoked must apply for reinstatement and comply with any requirements placed upon him/her for the reinstatement to happen.