

Middle Kingdom Arts and Sciences Handbook

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Chapter 1: An Introduction to the Job

Welcome! If you are reading this, you are probably a new Minister of Arts and Sciences (MOAS). This chapter will provide you with some of the basic information and policies you need to get started with your new office.

The purpose of the Arts and Sciences in the Society is to help us recreate medieval life and culture. It is the responsibility of the Minister of Arts and Sciences to encourage everyone who wants to learn, teach, study, demonstrate, display, or practice some medieval art or science to do so.

The Arts and Sciences happen every day; when food is prepared to share, a new costume is made; armor is updated, in every attempt to look and feel medieval. Think about what you and your friends are doing every day to make the SCA come alive, and you will find the Arts and Sciences. The MOAS should foster growth of the Arts and Sciences in the SCA, keeping in mind that everyone will move at his/her own pace.

MOASs have **five principal tools** at their disposal to help them with their work: Facilitation, Communication, Encouragement, Recognition, **and Leadership by Example**.

Facilitation: Otherwise called “networking,” facilitation puts the people who want to learn stuff in contact with the people who know stuff.

Communication: Reporting is very important, but there is more to communication than reports. A good MOAS encourages communication among artisans. Find out what arts and sciences people in your group want to learn about. Arrange classes or workshops on those topics. If no one in your local group can teach, arrange for guest teachers from another group. Your Regional and Kingdom MOAS can help you find teachers if you don't know who to contact.

Encouragement: Encourage people in your group who are working on group and individual projects, help new members make or obtain basic garb and other necessities, and help members prepare to enter A & S displays and contests.

Recognition: Be aware of what people in your group are doing, praise their endeavors and make sure recognition is given where it is due! Public praise is a great motivator: have "show and tell" local meetings, arrange arts and sciences displays at local events or put a column in your local newsletter that features what artisans in your area are doing. Nominate worthy people for Baronial and/or Kingdom awards. Refer to Chapter 9, Awards, for more details.

Leadership by Example: You are the forward person on the front of A&S Issues in your group. It is important that you do your best to be the example in the hobby. This does not necessarily mean that you have to be the best or most knowledgeable at every facet of A&S in the hobby. But it does mean that you should be the “go to person” for events in your area, the person that is willing to give any art and/or science a “college try” when asked to participate. Values such as Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage should be the hallmark of everything you do as you do what must be done in your office to support and further the Arts and Sciences in your local group.

An effective MOAS willingly shares ideas and information. Learning is enhanced by researching, doing, and teaching. Direct people to good SCA sources to find and share information such as local newsletters, *Tournaments Illuminated*, or *The Compleat Anachronist*; or at a Royal University of the Midrealm (RUM) session, Pennsic, or local workshops.

Levels of Ministers and Their Responsibilities

There are four levels of Ministers of Arts and Sciences within the Middle Kingdom. A brief description of each and their duties follow. This list of duties is by no means exhaustive. Please refer to the rest of this handbook for details on the duties.

Local Ministers of Arts and Sciences (MOAS) (also refers to **Barony / Shire / Stronghold / Port**) act and reside within a local group (such as a Canton, Riding, College, or March) to promote and encourage the Arts and Sciences, help members find those who can teach what they want to learn, encourage others to camp with their local group, and report activities on a quarterly basis. All local groups (cantons) attached to Baronies report to the Baronial MOAS. Local groups that are not attached to a Barony report to the Regional MOAS.

A Baronial MOAS should work closely with, be the example for, and be prepared to teach, advise, counsel, and mentor the MOAS's in Cantons, Ridings, Colleges, Marches, etc. which are connected with the local Barony. The Barony has to collect local reports and include the activities of these groups in the Baronial Quarterly Reports. See Appendix XXX for additional information)

Regional Ministers of Arts and Sciences (RMOAS) coordinate Regional A & S activities including administering the Regional A & S Faire each year, teaching, advising, counseling, mentoring, and helping local MOASs, assist the KMOAS with the Kingdom A & S Faire when possible, and report quarterly to the Kingdom MOAS.

Kingdom Minister of Arts and Sciences (KMOAS) supports A & S activities across the Kingdom, prepares a list of warrants to present to Their Majesties, teaches, advises, counsels, and mentors other MOAS's, reports quarterly on A & S activities to Corporate level, administers the Kingdom A & S Faire, and serves as a member of the Curia Regis (Royal Council). The Kingdom MOAS's Quarterly Reports are due on the schedule set by SCA Corporate, including a Domesday.

MOAS Requirements

Paid Member - In each of the above listed positions, paid membership is a requirement. In fact, if a local group does not have an A&S minister then the group cannot have official SCA sanctioned A&S activities and educational classes. Such classes and activities are a necessary requirement for the SCA to maintain its 501(3)c tax status (i.e., its "non-profit, educational" tax free status).

Reporting-

Organizing, planning and managing- For A&S activities in your area. This is particularly applicable to local events but could be for focused sessions (A&S Nights, Collegiums). These depend on the group's needs and interests.

Recognition –An MOAS should recognize work in the A&S areas and is encouraged to submit award recommendations.

The duties described in these pages are relatively easy and should not be a heavy weight on a person's activities in the SCA. Being a Local MOAS is a joy and you will find yourself repeatedly impressed with the creativity and imagination of the citizens in your group.

Chapter 2: Becoming a Minister of Arts and Sciences

First things first: a MOAS above all must be willing to do the job. Any other qualifications are secondary.

The MOAS is currently one of the optional offices required for a full status group, the office is chiefly a communication office: gathering information and transmitting it to those who need it. It is a good sign when potential Ministers are habitual communicators. If they talk, listen and write letters in their personal lives it will be easier for them to do so in their office life.

There are two steps involved in becoming a Minister of Arts and Sciences:

1. The group must indicate whom they want in the office. It is tradition in the Midrealm that the outgoing Minister be allowed to recommend a successor. That person must be acceptable to the group and alternatives should be discussed. The outgoing Minister can recommend, but not compel, the final choice. If problems arise in choosing an officer, notify the RMOAS.
2. Once a group has decided whom they wish the next MOAS to be, the choice must be confirmed by the RMOAS and the KMOAS. Being chosen by the group does not automatically make a person Minister. Corpora states that the lesser officers of a Kingdom are warranted by the Crown upon the advice of the appropriate Great Officer (in this case, the KMOAS).

Once a person has been designated by the group as MOAS, he/she may then call himself / herself "acting MOAS" and begin to perform the duties. The designation becomes official upon confirmation by the RMOAS and KMOAS. A new officer will not be warranted until three consecutive Quarterly Reports are received by the RMOAS on time. Warrants are reissued once per reign by the KMOAS. **The Warrants of Appointment to Office are roster style warrants. Roster Style Warrants mean all of the warranted MOASs for the kingdom appear on one list.** The Roster will be posted on the KMOAS page of the kingdom website.

I'm New, What Do I Do?

As a new local MOAS, your first duty is to contact the Regional and Kingdom officers and let them know who you are. You can find their addresses in **The Pale**, the Middle Kingdom's newsletter or on the Kingdom Website. Write a letter of introduction and attach a completed "Resignation and Change of Officer Form" (found in the forms section). E-mail is acceptable.

Make sure you get the office files from your predecessor. If you are MOAS for a brand new group you will have to start your own file. Refer to Chapter 5, Files and Correspondence, for more details.

Deputies

As a MOAS, you may find you need assistance in your duties from time to time. It is usually a good idea to have at least one deputy who can help you in these circumstances. Because of their familiarity with the office, the deputy can also take over for you in case of emergency. While there is no limit on the number of deputies you may have, don't get too carried away.

Badges and Symbols of Office

As a Minister of Arts and Sciences, you have the right to bear the badges of the office. The badge of your choice can be worn as a medallion, pin, tabard, cloak, etc. You may also use a seal with the badge to seal or stamp your official correspondence. The Arts and Sciences badge: Azure, a candle enflamed within an arch stooped Argent; in other words, a white candle beneath a white arch, on a blue field.

Warrants

Warrants for Local MOAS's and RMOAS's are issued by the Crown and Kingdom Minister of Arts and Sciences once per reign. You must submit three consecutive, on-time Quarterly Reports in order to receive a warrant. Warrants will be in the roster format and will be posted to the KMOAS page of the kingdom website.

If you miss two or more consecutive reports your office is assumed to be empty. At that time your Seneschal will be notified by the Regional MOAS that the office is vacant and that they must find a replacement immediately if they wish to continue with official Arts & Science activities. If you were an MOAS of one group, and relocated to a new group, you are not automatically warranted. You must go through the warranting process of submitting three consecutive on-time Quarterly Reports again.

Finances

The MOAS is not to have any money in their possession that belongs to the local group. All finances must go through the Exchequer's office.

Electronic Mail

You may use e-mail to communicate with the RMOAS and KMOAS, if it is convenient for you. This is often the quickest, easiest way to get an answer to a question you may have. You may also submit your Quarterly reports via electronic mail to your Regional MOAS if they have electronic mail. If either of these officers do not have electronic mail, then you must report to them via U.S. Mail.

Information posted on bulletin boards or mailing lists is not official. The only place official information regarding the Arts and Sciences can be found is in official SCA publications such as *The Pale* and this Handbook.

Resigning the Office

Although term limits are not required for the Local MOAS, it is recommended that a Local MOAS serve for two years with an optional third year. If the Local MOAS wants to serve a third year, it is advisable to check with the group. When the time comes for you to step down, you should write a letter of resignation to the Regional MOAS. Include the following information:

1. The name of the group.
2. Your SCA name and title.
3. Your legal name, address, phone number and e-mail if you have it.
4. The name of your replacement with their legal name, address and phone number.
5. The date you plan to leave the office.

You may also use the Resignation and Change of Officer Form available in Appendix C.

Make sure all files and materials are passed along to your replacement after you resign. Refer to Chapter 5, Files and Correspondence, for more information.

Choosing a Replacement Every group has its own traditions for choosing new officers. Usually, the outgoing officer announces their desire to step down and asks for volunteers. This should be done on more than one occasion so all interested members have the opportunity to volunteer. It's also a good idea to publish the request in the local newsletter. It is helpful to have the candidate for the MOAS position serve as a deputy for a time to get acquainted with the office. The outgoing officer recommends a replacement from the candidates. The new officer must be generally approved by the local group. This can be a delicate

situation. Most of the time no one will object; if a majority of the group does not want the chosen replacement it might be better to choose someone else.

If the MOAS leaves unexpectedly, the Seneschal may then ask for volunteers as described above. If there is a serious problem with the local MOAS, such as not doing the job, using the job for personal or political reasons, etc., then the Seneschal should contact the RMOAS. They will deal with the problem and, if necessary, the KMOAS will select a replacement.

Termination

If circumstances warrant, the KMOAS has the right to replace Local MOAS and RMOAS officers. While this is rare, it can occur if the MOAS does not report, uses the office as a political tool, misses three consecutive quarterly reports, or for any other unethical conduct. If a MOAS officer misses two consecutive quarterly reports, the RMOAS has the right to assume the office is vacant and contact the local Seneschal about finding a replacement. Refer to Chapter 7, **Regional Minister of Arts and Sciences**, for more details.

Chapter 3: Quarterly Reports, Files and Correspondence

Reporting is a very important part of being a MOAS. It is your duty to communicate to your superiors what is going on in your group. This means you must attend local meetings and activities (such as camping with your group) to keep in touch with your group's members. An MOAS who never goes to meetings or events probably won't know what members of the group have been working on.

Gathering information for your report can be time consuming but is a necessary part of the job. If you find that you do not have the time for this activity you probably lack time for your other duties as well. If you cannot report you need to find a deputy to assist or replace you.

MOAS Reporting Schedule	
Non-Baronial Groups (Shires, Cantons, Colleges, Ridings, etc.):	Send to your Regional MOAS (and Baronial MOAS if applicable) and Local Seneschal
<i>1 January, 1 April, 1 July, 1 October</i>	
Principality / Baronial / Stronghold /	Send to your Regional MOAS and Local Seneschal
<i>15 January, 15 April, 15 July, 15 October</i>	
Regional MOAS	Send to KMOAS
<i>1 February, 1 May, 1 August, 1 November</i>	
Incipient groups are NOT required to report monthly. All quarterly reports should be sent to your Regional officer. Baronial and Regional officers must get your report. They are there to help keep Kingdom informed of what is going on.	

The KMOAS is the only Minister of Arts and Sciences in the Middle Kingdom who must produce a Domesday Report. The Local MOAS does not have to do a Domesday report at the end of the year. If you are going to be more than a week late sending any report, let the RMOAS know. *In a real emergency* a post card or phone call will suffice as your report. However, post cards or phone calls are not acceptable as regular Quarterly Reports. The Kingdom MOAS does have the right to excuse a group from reporting in extreme circumstances (such as floods, etc.). Even if your group's activity has been very light, contact the Regional MOAS at report time so they will know you are still active.

Minimal report information should include:

1. The modern date.
2. The group name.

3. Your SCA name, your legal name, address, phone number, and e-mail address if you have it.
4. Your membership status and number.
5. A statement that you are still a local officer and a statement about what your group is doing in the Arts and Sciences.

Report Format: Standard Quarterly Report forms are included in forms section. Contact your regional MOAS if you have any questions on filling out the form. You may copy the blank Quarterly Report form and fill it in each time. If you wish to input the form into a personal computer, **PLEASE DO NOT MAKE ANY CHANGES TO THE REPORT FORMAT**. The RMOAS form has, in addition to the above report, a listing of each group that reports to them, the complete contact information for the group MOAS officer, a summary of their reporting history, and a short synopsis of what each group is doing, along with any regional activities that have happened.

Who Reports to Whom: The number of copies of the report needed depends on the type of group. If the group is part of a Barony, a copy of the report needs to go to the Baronial MOAS, the Baron/Baroness as well as the Regional MOAS. All Local MOAS's need to give one copy of the report to the local Seneschal and keep one copy for your own files. See table above for distribution

RMOAS's report to the KMOAS. The KMOAS reports to the Society MOAS.

You must report to each of these officers each quarter on time for three consecutive quarters in order to be warranted.

Groups that are not full status groups, such as proto-incipient or incipient groups, which do not yet have an MOAS, are not required to report. The new MOAS of a full status group must report as soon as they take office. One of the things that can help you out of incipiency is having a full slate of officers, including a Minister of Arts and Sciences. This shows the Kingdom that you are a well-rounded group.

Sending in Reports E-mail is preferred but postal service is acceptable. Electronic copy should be in an MS-Office MS-Word or PDF format The Quarterly Report format must be followed in e-mail reporting. E-mail reports must be acknowledged via e-mail by the officer who received them. If you did not receive an acknowledgement, re-send the Quarterly Report. If any person on the reporting list does not have e-mail you must send them a hard copy via U.S. Mail.

If mailing your report -When typing or printing out your report, use black Ink. When making copies of your report, make sure each copy is legible. All

Quarterly Reports must be legible. If the report contains more than one page, secure the pages with one staple in the upper left corner.

Records – Letters and significant e-mails should be retained in your files for future reference. Do not save a lot of unnecessary information.

Each Minister of Arts and Sciences should have a file of reports, letters, and publications that belong to the office. These files should be kept in a sturdy container for durability and ease of transport or maintained electronically. These files do not belong to any person but to the office and are to be passed along with the job.

If you are taking over as MOAS make sure you get the files from your predecessor. If you are a new MOAS you will have to start your own files. Your files should include:

Official Correspondence: Keep a copy of every letter you send and/or receive that is related to the office such as letters of introduction, letters of resignation, etc. Due to the fact that this can be quite extensive, it is recommended that the “highlights” or important correspondence be printed out and kept in a binder. Be sure to include the modern date on all correspondence.

Reports and Report Forms: Keep a copy of each report you send to the Baronial MOAS (if your group is a Canton), the Baron/Baroness, and RMOAS. Keep a blank copy of the current report form in your files. A blank Quarterly Report form can be found in the forms section - Report Form.

Publications: This includes the MOAS Handbook, a sample copy of the Middle Kingdom Arts and Sciences Faire Judging Criteria, Arts and Sciences newsletters, and any other publication purchased for the office. If these were purchased by the group they belong in the files. If you purchased them, and did not donate them, they are your property.

Office Regalia: This includes medallions, tabards, seals, pins, and any other symbols of office purchased by the group or donated by anyone.

If you are part of an established group, you may choose to archive any files over two years old. Be sure to check with your local seneschal on the location of your group's archives and the proper procedure for archiving old files.

Chapter 4: What are the Arts and Sciences?

It is sometimes unclear as to what constitutes an Art or a Science. The basic difference is how those subjects are approached. Most of the crafts and disciplines practiced in the SCA are really both Arts and Sciences and may be approached using both the artistic and scientific methods.

The artistic method is aesthetically based. As we are a re-creative group, our art, while creative, should be based on in-period techniques and methods, combined in ways that are consistent with the various period styles. Our artisans try to create things that are aesthetically pleasing. Using the artistic method, we can analyze the arts of the pre 17th Century in order to recognize the proper use of those techniques.

The scientific method is better known from the modern world. We have two sorts of sciences in the SCA, theoretical and applied. The theoretical sciences include history, philosophy, mathematics, astronomy, etc. The applied sciences include most crafts and other activities that culminate with physical results. Our use of the scientific method allows us to be able to duplicate our results rather than always working in a haphazard fashion.

Our distinctions between the Arts and Sciences are somewhat arbitrary. For the record, the traditional classifications of the Arts and Sciences are listed on the next page. Keep in mind that the distinction between the Arts and Sciences is not nearly as important as researching and recreating them!

The Arts	The Sciences
Bardic Arts, such as storytelling	Animal Accoutrements
Basket weaving	Animal Husbandry
Beadwork	Armoring (all forms)
Calligraphy	Bookbinding
Cooking (all forms)	Brewing & Vintning
Costume Accessories	Ceramics & Pottery
Costuming (all periods and forms)	Equestrian Activities ¹
Dance: Choreography	Gaming
Dance (European & Non European)	Herb craft ²
Dramatic Performance	Ironworking & Tool making
Drawing	Lapidary
Dyeing	Leatherworking
Embroidery & Needlework (all forms)	Metalworking (including cast jewelry)

Glasswork: Blown Glass	Music Instrument Manufacture
Glasswork: Stained Glass	Papermaking
Glasswork: Sculpture	Research
Illumination	Scientific Instruments
Juggling & Tumbling	Sculpture & Stonecarving
Knitting/Nålbinding	Siege Engines
Knotted Work	Warfare
Lace making	Weapon making (including bowyering & fletching)
Music Composition (all types)	Wood Construction
Music Performance (all types)	Wood Embellishment
Painting	
Poetry	
Prose and Playwriting	
Riding Performance: Equestrian	
Spinning	
Warfare	
Weaving: Loom	
Weaving: Tablet	
Weaving: Tapestry	

1. Equestrian activities applicable to SCA warfare (tilting at a quintain, etc.) or which involve waivers are under the jurisdiction of the Earl Marshal. There is no jousting in the SCA.
2. The practice of herbcraft in the SCA is restricted to cosmetics, culinary and related uses. Herbalism or "Botanical Medicine" may be dealt with on a *theoretical* basis.

Chapter 5: Arts and Sciences Activities in the Middle Kingdom

As a Minister of Arts and Sciences you will want to coordinate activities for your group and make your group aware of Kingdom or Regional level activities that people can participate in. There are no age or membership requirements for participation in Arts and Sciences activities with the exception of Equestrian activities, where all requirements listed in the Knight Marshal's Handbook should be met, and the judging of brewing and vintning entries, where all federal and state laws regarding the age of consumption must be met.

Arts and Sciences Fairs: The & S Fairs are judged competitions. Entries in an A & S Faire compete against and are scored against written criteria with the highest possible score being 30 points. A & S Faire entries are not scored against each other, so it is feasible to have a number of First, Second, etc. place winners within a category. An entry must have written documentation to accompany it. The documentation describes how the entry was made, how items like the entry were made during the Middle Ages or Renaissance and, if the entrant did not use Middle Ages/Renaissance (called "period") techniques to create the entry, how and why they deviated from period norm. The A & S Faire is an excellent venue to receive feedback. Each judge is required to place their name and contact information on the score sheet, so the entrant may contact them. Traditionally A & S Fairs are held during the spring, but can be held at other times of the year. There is one Faire per Region. *Any entry scoring a First or Second place is eligible to advance to the Kingdom A & S Faire held on the Saturday of the Memorial Day weekend in conjunction with Spring Crown Tournament.* For a complete listing of the rules for participating in the fair, and individual category criteria, consult the Middle Kingdom Arts and Sciences Faire information available from the MOAS pages at <http://www.midrealm.org>.

Middle Kingdom Craftsperson Faire: The Middle Kingdom Craftsperson Faire is a venue for artists at any level of development to display their work and discuss how to create similar items. The MKCF is a venue for displaying current A&S projects, reproductions of period artifacts, or to discuss and display "a body of work." Documentation is not required. The entrant's name, address and other such information may appear on the flyer. Many artisans like to remain with their entry to discuss how the entry was made. The MKCF is an excellent venue for artists at any level of development. It is not a competition so the atmosphere is different from the A & S Faire. The Middle Kingdom Craftsperson Faire is held in conjunction with the fall session of the Royal University of the Midrealm (RUM). Regional MOASs may also opt to hold a regional version of the MKCF in their region.

Arts and Sciences Displays: There are various forms of the A & S Display. These include general displays such as works by members of the populace, a traveling display of works sponsored by a private household, works by members of the Order of the Laurel (ranging from beginning to master works), works by members of the Order of the Evergreen, the Order of the Willow, the Order of the Silver Oak, and works done on a particular theme. The Kingdom MOAS might also invite the participants in the Kingdom A & S Faire to display their entries on the day of the Spring Crown Exhibition for the enjoyment of the populace. Any group may hold a display. When planning a display, be sure to include non-static arts and sciences such as music, cooking, dance, etc.

Token Count Contests: A token count contest is run by asking entrants to place their entries on a table with a small cup. The populace is given a token such as a bead or coin to place in the cup by the entry they like best. It is advisable to avoid using edible tokens. Token counts are an excellent activity for a local group to have as part of an event or group function. The entry or entries with the most tokens at the end of the day may be given special recognition by the administrator of the contest.

Laurel Prize Exhibitions: A Laurel Prize Exhibition is a token count with a twist. The entrants are sponsored into the Exhibition by a Laurel. The sponsoring Laurel should make a special token for the entrant they have sponsored and the Exhibition Organizer should have a token for each entrant as a gesture of appreciation for entering the Exhibition. It is a good idea to have entrants pre-register with the Exhibition Organizers so that they can attempt to provide the entrant with the appropriate space that may be needed. The entries are viewed by members of the populace; typically members of the Laurel give a token to the entries they like best. Often the entrants have a book or pad of paper for Laurels to comment on the entries. This type of activity is an excellent way to introduce Laurels to the artistic community and vice versa.

Authentic Artifact Showcase: The Authentic Artifact Showcase is a display of recreations of Middle Ages/Renaissance period artifacts. This venue is perfect for the person who wishes to thoroughly research and recreate an actual artifact that existed in period. Entrants are required to produce written documentation, including a picture of the actual period artifact they are reproducing, for general distribution. The documentation should include a description of the period artifact, construction techniques used to make the reproduction and a list of works consulted. The entrant's name, address and other such information may appear on the documentation.

Baronial A & S Championship: Many baronies hold a championship to select an Arts and Sciences Champion for the Barony. This can be done by a token

count, a small A & S Faire type competition, or other ways as the Baron/Baroness determines.

Inter-Group Contests: A challenge can be issued between groups within a fairly close physical distance to hold an inter-group challenge. This can take the form of an A & S Faire but the scores are counted towards a group total. The group with the largest total becomes the Arts and Sciences Champions of the area. Another option is to choose a few categories and ask group members to compete in an A & S Faire venue but under limited categories. This is an excellent way to introduce people to how an A & S Faire works and often fosters group unity.

Collegiums: A collegium is a group of classes usually held over an entire day. A collegium is best done as part of an event, but they can be an event themselves if they are large enough. A collegium can cover a variety of topics or can be limited in scope such as a costuming collegium or a Norse culture collegium. Collegiums can include roundtable discussions, hands-on classes, and traditional teacher-student classes. A collegium is a wonderful way to introduce members of your group to new ideas. The Judges Coordinator, Regional MOAS, Kingdom MOAS and the Royal University of the Midrealm (RUM) Regent can help you locate teachers.

Arts & Sciences Night: Many local groups hold a gathering at least once a month for the pursuit of the Arts and Sciences. This can be as simple as a gathering of folk at a private home or library meeting room. A & S Nights can have a theme, such as costume or armoring nights. Some larger groups may have a number of activities throughout the month that members can attend. A & S Nights are a great way to work on group projects, like banners or shields for a shield wall.

This chapter has offered some of the activities available within the Middle Kingdom and serves as a starting point for the Minister of Arts and Sciences to plan activities for their group.

Appendix Section

- A. Regional Ministers of Arts and Sciences
- B. Kingdom Minister of Arts and Sciences
- C. Awards
- D. Guilds
- E. Running a Regional or Kingdom Arts & Sciences Faire
- F. Running a Kingdom Craftsperson Faire

Appendix A: Regional Minister of Arts and Sciences

A Regional Minister of Arts and Sciences (RMOAS) is a deputy to the KMOAS. Their job is to act as a first contact for the local officers. The RMOAS should be someone who is active in the Arts and Sciences, with a good understanding of the activities and group dynamics within the region. It is also highly recommended that candidates for RMOAS have served as a Local MOAS. In addition to facilitating the Arts and Sciences in the region, they should be able to assist local MOAS's with finding teachers for classes and workshops, help solve problems with local MOAS's, and organize and run a yearly A & S Faire. Refer Appendix, **Running a Regional or Kingdom A & S Faire**, for more details.

When a RMOAS desires to step down from their position, the vacancy must be advertised in the Middle Kingdom's newsletter, *The Pale*. Interested candidates should send letters of application to the KMOAS and the outgoing RMOAS.

Selection Process: RMOAS's are appointed by the KMOAS based on the applications received from interested candidates. The new RMOAS will be selected from interested candidates after discussion with the outgoing Regional MOAS.

Term in Office: The term of office for a RMOAS is two (2) years with an optional third year. Requests for an optional third year on a term must be sent to the KMOAS in writing. If a RMOAS wishes to extend their term for the additional third year it must be acceptable to the KMOAS.

Deputy: RMOAS must have an emergency deputy. This deputy should be able to take over the office if for some reason the RMOAS cannot complete their term. The Deputy is chosen by the RMOAS and confirmed by the KMOAS. Deputies that wish to be the next RMOAS would have to follow the application procedure.

Removal From Office: If circumstances warrant, the KMOAS has the right to replace the RMOAS. While this is rare, it can occur if the MOAS does not report, uses the office for as a political tool, misses three consecutive quarterly reports, or for any other unethical conduct.

Local Reports

The RMOAS receives reports from all local MOAS in their region. Any reports that come via electronic mail should be downloaded onto a portable storage medium. You should keep track of who has reported on time and who reports consistently. The easiest way to do this is to use a checklist. The checklist

should include the previous three quarters, so the RMOAS and the KMOAS can check for consistent and consecutive reporting.

If a local officer misses a report it's up to the RMOAS to find out what the problem is and what can be done to solve it. This can include:

- When a local MOAS misses a report, contact them and remind them that their report is due. Warn them that if they miss two consecutive reports their office will be considered vacant. You may contact the officer verbally, but also send a written copy.
- If a Local MOAS misses two reports, inform the local Seneschal that the office is vacant and that they must find a replacement immediately if they wish to continue to have official Arts and Sciences activities. They will have one quarter to do so. Include this information in your Regional Report.
- If a group misses three consecutive reports, contact the KMOAS. The KMOAS will then contact the Seneschal and may appoint a replacement.

Keep a copy of all letters in your Regional files and include the status of each group in your Regional Quarterly Report.

Report Format: Regional reports should indicate the level of A & S activity in the region. Your report should include:

1. The modern date.
2. The name of the region.
3. Your SCA name and titles, your legal name, address, phone number, and e-mail address if you have it.
4. Your membership status and number.
5. A checklist of which groups are reporting, sorted alphabetically by group. This information is very important since it helps the Kingdom MOAS generate warrants. Make sure your checklist is accurate!
6. A directory of Local MOAS officers in your region, sorted alphabetically by group.
7. A list of events or demos that had A&S activities or classes. Please include number of classes and how many people attended.
8. Regional or local problems. This could be anything: faction problems, personality conflicts, or anything that affects the group or region.

RMOAS Files

When you become Regional MOAS, make arrangements to get the files from your predecessor as soon as possible. It will make the transition easier. Your files should include:

Official Correspondence: Keep a copy of every letter you send or receive that is related to the office. A four-folder system works well: To Kingdom, From Kingdom, To Local Officers, and From Local Officers. Be sure to include the modern date on all correspondence. Refer to Chapter 6, **Quarterly Reports**, for guidelines on mailing SCA-related items.

Local Reports: Keep a copy of all reports from each local group. You will generate and maintain an address list of all the local officers in your /region.

Quarterly Report Forms: Keep a copy of the current report form in your files. Refer to **Appendix A - Quarterly Report Form**. You may need to send a copy to a new officer who needs help getting started.

Regional Reports: A copy of each report you send to the KMOAS.

Publications: Should include The Middle Kingdom MOAS Handbook, The Middle Kingdom A & S Faire Judging Criteria, Arts and Sciences newsletters and any other publication purchased for the office.

Office Regalia: Medallions, tabards, seals, pins, and any other symbols of the office.

A & S Faire Criteria, Forms and Information: Keep the Criteria, forms and information needed for running the Regional A & S Faire. Keep at least one set of these forms in your files for making copies. The RMOAS does not have an archiving option for old files, unless their region has an archive location.

Appendix B: Kingdom Minister of Arts and Sciences

The Kingdom Minister of Arts and Sciences (KMOAS) is a Great Officer of State and the final authority on matters in the Ministry of the Arts and Sciences in the Middle Kingdom. The KMOAS should be someone who is very active in the Arts and Sciences with a good understanding of the activities and the dynamics within the kingdom. It is also highly recommended that candidates for KMOAS have served as a Local MOAS or RMOAS. In addition to facilitating the Arts and Sciences in the Kingdom, they serve the Crown as a member of the Curia Regis (Royal Council). The KMOAS carries out the Crown's wishes for any Arts and Sciences activities they wish to occur during their reign, and acts as a resource person for Local MOAS and RMOAS's. The KMOAS must swear fealty to the Crown as a Great Officer of State each reign.

The KMOAS is responsible for the administration of the Kingdom A & S Faire at Spring Crown Tournament and the Kingdom Craftsperson Faire at Fall RUM. The KMOAS is responsible for attending as many of the Regional A & S Faires as possible, or for sending a representative. The KMOAS generates Warrants for the Appointment to Office for the Crown (based on Middle Kingdom reign dates).

As a member of the Curia Regis, the KMOAS is required to attend two of the three Curia meetings per reign. Missing a Curia meeting is highly discouraged. It is extremely helpful to have a report on the status of the Ministry of the Arts and Sciences prepared in advance for distribution at the Curia meeting.

The KMOAS or a designated deputy will host a question and answers sessions so they can maintain contact with their MOAS's and populace. These sessions are meant to build friendly relationships, answer questions about Kingdom A&S policies, and maintain a sense of what is actually happening at the populace level across the Kingdom in case changes need to be made in the A&S system or there is a leadership issue somewhere within their region. The most important part about these sessions is traveling to other groups within the region so that the people can see you.

When the KMOAS desires to step down, the position must be advertised in the Middle Kingdom's newsletter, *The Pale*. Interested candidates send letters of application to the outgoing KMOAS.

Selection Process: The list of interested candidates is discussed by the Curia Regis. The final choice for KMOAS rests with the Crown. Upon your appointment to the KMOAS position, which takes place in court, it is your duty to notify the SCA Corporate MOAS. In your letter of introduction, include a copy of your SCA membership card, your SCA name, legal name, address, phone, e-mail (if applicable), and a list of any staff you have appointed.

Term in Office: The term of office for the KMOAS is two years with an optional third year. Requests for an optional third year term must be submitted to the Crown and the Curia Regis. If the KMOAS wishes to extend their term for the additional third year it must be acceptable to the Crown and the Curia Regis.

Quarterly Reports

The KMOAS receives a copy of all RMOAS reports. Any reports that come via electronic mail should be downloaded onto a disk. It is helpful to have one disk for each region with directories for each group. You should keep track of who has reported on time and who reports consistently. The easiest way to do this is to use a checklist. The checklist should include the previous three quarters, so you can check for consistent and consecutive reporting. There should be a checklist for each region.

If a group misses three consecutive reports, contact the Seneschal and possibly appoint a replacement.

Kingdom Quarterly Reports

The KMOAS only reports to the SCA Corporate MOAS. Reports are due to the SCA Corporate MOAS on the schedule that office sets.

These report dates should be approximately six weeks before the SCA Board of Directors meeting dates. You will want to verify these reporting dates with the SCA Corporate MOAS.

Report Format: Kingdom reports should indicate the level of A & S activity in the region. Your report should include:

1. The modern date.
2. The name of the kingdom.
3. Your SCA name and titles, your legal name, address, phone number, and e-mail address if you have it.
4. Your membership status and your membership number.
5. A summary of your activities as Kingdom MOAS.
6. A summary of A & S activities in the kingdom broken down by region.

Kingdom MOAS Files

When you become Kingdom MOAS, make arrangements to get the files from your predecessor as soon as possible. It will make the transition easier. Your files should include:

Official Correspondence: Keep a copy of every letter you send or receive that is related to the office.

Regional and Local Reports: Keep a copy of all reports from each local group MOAS and RMOAS. You will generate and maintain an address list of all the Local and RMOAS's in the kingdom.

Quarterly Report Forms: Keep many copies of the current report form in your files. You will need to send a copy to a new officer who needs help getting started, along with a welcoming letter. It is advised that you send out welcoming letters and copies of the Quarterly Report Form to new officers on a quarterly basis, usually right after a reporting quarter has closed.

Kingdom and Curia Reports: Keep a copy of each report you send to the SCA Corporate MOAS and distribute to the Curia Regis.

Financial Forms: Since the KMOAS has a kingdom budget, it is advisable to track all expenses. You will also have Middle Kingdom Reimbursement forms for your expenses.

Curia Regis Minutes: These are minutes and notes from Curia meetings.

Publications: Includes SCA Corporate Law, Middle Kingdom Law, The Middle KMOAS Handbook, The Middle Kingdom A & S Faire Judging Criteria, Arts and Sciences newsletters (such as *Artes Draconis*) and any other publication purchased for the office.

Office Regalia: Medallions, tabards, seals, pins, and any other symbols of office.

A & S Faire Criteria, Forms and Information: Keep the Criteria, Forms and Information needed for running the Kingdom A & S Faire. It is advisable to keep these items in portable files boxes to take to Regional A & S Fairs as well as the Kingdom A & S Faire.

The Kingdom MOAS may archive files over two years old in the Kingdom archives. The Kingdom Seneschal will have details on the location of the Kingdom archives.

Kingdom Minister of Arts and Sciences Staff

A new KMOAS will assemble their staff. Staff positions, with the exception of the A & S Faire Coordinator, are not warranted. The staff positions include:

A & S Faire Coordinator: The A & S Faire Coordinator is the first deputy and emergency successor of the KMOAS. It is their job to step into the office of the KMOAS should the current KMOAS be unable to perform their duties. The A & S Faire Coordinator is selected by the KMOAS and is subject to the approval of the Crown and the Curia Regis. The A & S Faire Coordinator is a warranted MOAS. The A & S Faire Coordinator needs to be very familiar with the General Rules of Participation for the A & S Fairs and how to run a Regional Faire and a Kingdom Faire. The RMOAS's can look to the A & S Faire Coordinator for help in picking a site for the Regional Faire and advice on how to run a Regional faire. When attending a Regional or Kingdom Faire the A & S Faire Coordinator is the middle level authority for any disputes or disagreement concerning the A & S Faire rules. At a Regional Faire, the Regional MOAS is the first level authority, the A & S Faire Coordinator is the middle level and the Kingdom MOAS is the final authority. At the Kingdom Faire, the A & S Faire Coordinator is the first level of authority and the KMOAS the final level.

Chancellor of the Royal University of the Midrealm: The chancellor of the Royal University of the Midrealm is chosen by the KMOAS with the approval of Crown and Curia. The Chancellor will be responsible for finding sites and organizing as least one session of RUM per year to take place in the fall; additional RUM's may be scheduled at their discretion. Bids for RUM must be submitted to the KMOAS and approved by Curia. Please see the RUM page on the Kingdom website for the charter and governing documents.

Judges Coordinator: The Judges Coordinator maintains a database of A & S Faire judges in the Middle Kingdom and is appointed by the KMOAS. They keep track of this information using a computer database that is updated after each A & S Faire. Prior to each Regional or Kingdom A & S Faire the Judges Coordinator prints and mails postcards to the judges in that /region (or throughout the kingdom for Kingdom A & S Faire). Judges are instructed to return the card to the RMOAS, or KMOAS for the Kingdom Faire, indicating if they will attend and what they would like to judge. After each Faire the Judges Coordinator uses the Judges Registration Forms to update the database so there is always a current record of what everyone can judge or teach. Anyone can contact the Judges Coordinator for suggestions on who can teach or judge an Art or Science. For example, if you wanted to have a leatherworking class at your local meeting but no one who lived in your group did leatherwork, you could contact the Judges Coordinator. They could then recommend people in your area who might be able to help you.

Administrative Assistant: Every wise KMOAS appoints an Administrative Assistant to help with the clerical duties of the KMOAS office. Other staff positions can include an Editor of Publications if the KMOAS is planning on revising the A & S Faire Criteria or other publications as well as special deputies for certain projects. These are not warranted positions.

Appendix D: Guilds

It is not surprising that SCA folk, with their common interest in medieval arts and sciences, frequently organize into special interest groups. If the special interest group has the desire for a more structured organization, then they may form themselves into a guild. Guilds are considered to be “households” and are not recognized as official organizations within the SCA or the Middle Kingdom. Guild members should report activities to their local MOAS. No official reporting or tracking of Guild activities are required.

Appendix E: Running a Regional or Kingdom Arts & Sciences Faire

This section is to give you an overview of how to organize and run a Regional or Kingdom A & S Faire. For current rules governing the fair please see the KMOAS page at the kingdom website.

Finding a Site: The search for the site for a Regional A & S Faire should begin a year before the Faire is planned. The Regional A & S Fairs are held from the end of February until the first full weekend in May. A Regional MOAS should send out letters to each of the groups in their area calling for bids on the Faire. In the letter, be sure to include what the special needs are for an A & S Faire. It is helpful for the Regional MOASs to communicate with each other when planning the A & S Fairs to avoid scheduling two Fairs on the same day. The Kingdom A & S Faire is traditionally held on the Saturday of the Memorial Day weekend in May, in conjunction with the Spring Crown Tournament. The group that bids for the Spring Crown Tournament should also include with their bid a section on the A & S Faire facilities and have separate staff to help out with both the Kingdom A & S Faire and Crown Tournament.

Ideal Site Requirements: An A & S Faire is not a typical SCA event. The A & S Faire is best suited to a school or church with multiple classrooms. At the very minimum, the site must have one or two large rooms, each with several 8 foot tables on which to display and judge entries, a room for performance entries, a room for tabulation of scores and "officer's retreat," and kitchen facilities where cooking entries can be created or finished.

If the site does not have a kitchen, this *must* be listed in the event advertisement and seneschal flyer so the cooking entrants can bring equipment to heat up and/or prepare their entries.

The site should also allow for judging of the brewing and vintning entries. If the host group is unable to obtain a site that will allow the judging of brewing and vintning entries, a facility or private home close to the site *must* be available. The host group *must* provide transportation of the judges and the entries to and from the remote brewing and vintning judging site.

If the host group wishes to provide a lunch for the judges, they will need to coordinate kitchen use or serve the judges' lunch as a cold buffet outside the kitchen. The ideal A & S Faire site has the following features:

- Common area for the populace away from the entries.
- Five main rooms (one per division) or a school gym/large all-purpose room that can be used exclusively for the A & S Faire.
- Twenty 8-foot tables for the display of the entries with chairs for judges.

- Costume Judging Room (private, as entrants may have to strip down to show layers of the costume) - curtained stages in gyms can also work.
- Performance Areas: Dance, Juggling, Choral, Instrumental, Drama, Bardic. More than one area might be needed if there are many performance entries.
- Kitchen.
- Additional Rooms for Classes/Workshops.
- Alcohol allowed on site, either open or discreet.
- One private room for A & S Faire staff (officers, tabulators, scribes, etc.).
- Enough room to run two check-in tables, one for the site and one for A & S Faire.

An evening activity of some sort should be planned, as it gives the staff more time to finish tabulating scores and give the populace something to do. Some suggestions are a feast, dance or dessert revel.

Forms and Supplies: The RMOAS supplies these unless the host group is specifically asked to supply them. Each RMOAS has a master set of the Middle Kingdom Arts and Sciences Faire Judging Criteria, which includes these forms, in their files.

Forms

- Middle Kingdom Criteria for Judging the Arts and Sciences (3 expendable copies).
- Entrant Registration Forms, one for each entry (100 copies).
- Judges Registration forms, for new judges and updates (150 copies).
- Entry Tracking Forms (10 copies, 2 for each of the 5 divisions).
- Judges Tracking Forms (10 copies, 2 for each of the 5 divisions).
- Entry Tickets (50 copies, they come 2 to a sheet).
- Judges Scoring Sheets (250 copies).
- Judges Scoring Sheets: B&V Beer/Ale (30 copies).
- Judges Scoring Sheets: B&V Wine/Mead (30 copies).
- Judges Scoring Sheets: B&V Specialty Beverages (30 copies).
- Category Signs for entry tables.

Entry Registration Table Supplies

- Pens/Pencils.
- Entrant Registration Forms.
- Entry Tracking Forms.
- Stickers to denote cross-entries.
- Staplers or tape.

Judges' Registration Table

- Pens/Pencils.
- Judges' Registration Forms.
- Judges' Tracking Forms.

Judges' Supplies

- Pens/Pencils.
- Copies of the appropriate criteria (3 copies per category), placed with the category.
- Score sheets and extra lined paper for additional commentary.
- Note cards to write judges' assignments on.

Tabulator Supplies

- Pens/Pencils.
- Calculators.
- Extra Paper.
- Completed Entrant Registration Forms.
- Entry Tracking Forms.
- Completed Score Sheets.
- Staplers, staples.

Scribe Supplies

- Certificates signed by the Regional MOAS. (The RMOAS should sign the master copy of the certificate, and then copies can be made).
- Entrant Registration Forms.
- Calligraphy markers or pens and ink.

Cooking Supplies (in case the entrant forgets to provide these)

- Plastic forks, knives & spoons.
- Small paper plates.
- Paper napkins.
- Bottled water.
- Water glasses.

Brewing & Vintning Supplies

- Several standard wine glasses (clear); the glasses may be plastic.
- A white tablecloth.
- A candle with matches (to evaluate clarity).
- A lemon and a knife (to evaluate relative acidity).
- Plain crackers or white bread (palate cleansers).
- Corkscrews.
- Bottled water and water glasses.
- A bucket to dispose of extra liquid.

Role	Responsibility
Person in Charge of the Event	Liaison between the RMOAS and host group. Finds site, takes care of the <i>Pale</i> ad and event flyers. Arranges for host group to provide a free lunch for the faire's judges, if possible.
Host Group	Provides volunteers to run Troll and take care of any activities other than the actual A & S Faire (tourney, feast, dance, dessert revel, etc.). Provides a free lunch for the judges, if possible.
Judges Coordinator	Recruits judges and sends out invitations to judges. This may be done on both a Regional level for the Regional fairs and on a Kingdom level for the Kingdom faire. May be asked to assist in the assigning of judges if present at the faire.
Judges	Evaluate items using Kingdom A & S Faire Judging Criteria and adds helpful, constructive comments.
Runner Coordinator	Assembles a staff of runners, trains the runners and supervises them during the faire.
Runners	Gather score sheets, collate them as instructed and turn them in to Tabulators.
Participants	Enter the competition.
Registrars for Entrants and Judges	Sign in entrants and judges. Minimum of 6 people; 1 per division for entrant registration and 1 for judge's registration.
Scheduler	Schedules performing entries (Bardic Recitation, Dramatic Performance, Instrumental Music, Vocal Music, etc.), costuming entries, armor entries and cooking entries for judging times.
Scribes	Fill out award certificates.
Tally Room Coordinator	Responsible for overseeing the Check-in Person, the Tabulators and the flow of paper in the Tally Room. Also oversees computer station if there is one available.

Timeline for A & S Faire Activities

1 year-6 months before:	RMOAS searches for a group interested in hosting A & S faire. When site is chosen, the Autocrat schedules event in Kingdom Calendar
2 months:	Autocrat sends advertisement to <i>The Pale</i> and distributes event flyers.
6 weeks:	Judges Coordinator sends out judges' invitations (returned to RMOAS).
2 weeks:	RMOAS makes sure all forms are photocopied for competition, assembles staff for the Faire and begins to assign judges to categories.
1 Week:	Registration for entrants and judges close. Judges assignments are completed.

The Day's Schedule: The site should be opened by 9:00 a.m. to the general public. If the staff can get in earlier to set up the site, that would help a great deal.

0800 - 0900	Site Setup
0900 - 1100	Registration
1100 - 1200	Assigning of Judges
1200 - 1230	Judges Meeting and Lunch
1230 - 1800	Judging Takes Place
	Tabulation
	Creating Certificates
1800	Participants should be able to pick up entries at this time.
Evening	Presentation of Certificates and Regional Pentathlon Winner

Publish this schedule in the event flier. Emphasize that all entries *must* be registered by 11:00 a.m. or they will not be judged.

Procedures: Before the A & S Faire opens to the public, make sure the following items are in place:

- All rooms are identified for categories and divisions.
- Tables are identified for categories, so that participants can come in and place the items in the correct category.
- 3 copies of the Criteria are placed at each category.

- Blank score sheets and paper are placed in each room.
- Volunteers are assigned to rooms to help set up entries.

Entry Registration:

Participant:

Fills out Entrant Registration Form and Entry Ticket for each entry (including cross entries). Be sure to note cross entries on the Entrant Registration Form and the Entry Ticket. If the Participant wants to be judged for comment only and not for scoring, or to be scored on documentation only, he/she should have this noted on the form and the Entrant Tracking Form.

Registrar:

1. Check form for completeness.
2. Assign entry numbers from Entry Tracking Form. Each item must have a unique number. Use one Entry Tracking Form per division. Entry Numbers are assigned by division, such as 101, 201, etc.
3. Write down entry numbers on Entrant Registration Form and Entry Ticket. Suggest to the entrant that they record the entry number on their documentation.
4. If participant has a cross entry, place appropriate sticker on the Entry Ticket.
5. Note only on tracking sheet if entry is for the Pentathlon with a "P" or for the Divisional Championship with a "D."
6. Give Entry Slip(s) and direct them to judging areas. Participants place their own entries at the judging area.

Scheduling Performance Entries: The following categories must be scheduled to allow sufficient time for evaluation:

Bardic Recitation
 Dance, all categories
 Original Choreography, all categories
 Dramatic Performance
 Juggling & Tumbling
 Musical Performances
 Costuming
 Armoring, all categories
 Cooking, all categories

Schedule 1 hour for each performance so that the judges have time to do Face to Face judging and write down scores and commentary.

Judges: The RMOAS should already have an idea of who will be available to judge at the competition, based on the response cards sent out by the Judges Coordinator.

The RMOAS assigns three (3) judges to each category represented at the Faire. If three (3) are not available, then use two (2). A helpful thing to do is to pencil in the judges from whom you have received cards on a Judges Tracking Form in advance of the Faire. On the day of the Faire, make small hatch marks next to the categories that have entries on the Judges Tracking Form. This will help ensure that no judges are overloaded. Try not to assign more than ten (10) entries for each judge. Some judges can and do judge more entries, but let them decide how much they want to judge. Use your best judgment. Having a group of good generalist judges available is a good idea as they can judge some of the more unusual items that might appear in the competition.

The following list identifies categories which have historically been the most popular competition entries. If possible only assign judges to one category as it will take most of the day to evaluate the items. Try not to assign someone to judge "double categories" such as calligraphy and illumination.

- Calligraphy
- Illumination
- Brewing & Vintning (Try to avoid scheduling judges for all 3 subdivisions)
- Needlework: Counted Thread
- Needlework: Free Form
- Costuming, all categories

During the Competition: While the competition is going on the judges should not be disturbed. The rooms should be closed off to allow privacy for the judges. The public can view items before the competition begins and after the judges have finished evaluating the items. The judges need to sign off on the Entry Ticket after they have judged an entry. The RMOAS should periodically check in the judging areas to see how things are going.

Gathering Score Sheets: Have a couple of runners gather completed score sheets throughout the day to avoid a rush of score sheets being turned in at the end of the day. If Brewing and Vintning is being judged off-site, make arrangements for hourly runs of the score sheets from the remote site to the tabulation room. Once the score sheets are returned, have the Check-in Person make sure the sheets are completed and signed. If they are not complete, ask a runner to track down the judge(s) for the category, and have them complete the score sheet.

Tabulation: During tabulation, the RMOAS should review the score sheets to check for any destructive commentary and large point spreads (8-10 points). If the KMOAS is present, discuss with them how to address these issues. If the KMOAS is not present, this becomes the responsibility of the RMOAS. The RMOAS must report the incident to the KMOAS as soon as possible after the Faire.

The Flow of Paperwork in the Tally Room

1. Finished judges' score sheets given to the Check-in Person to be checked against judges tracking sheets.
2. Score sheets go to calculation station to be added up.
3. Score sheets go to computer station for data entry (if available)
4. Score sheets go to sorting station to be sorted by division in numerical order.
5. When all 3 judges' sheets are in, sheets go to calculation station to be averaged.
6. Averaged sheets go to computer station (if available).
7. Averaged sheets checked over by RMOAS or KMOAS.
8. Averaged sheets go to sorting station to be sorted by division in numerical order and to be matched up with entrant forms.
9. Paperwork put in alphabetical order by SCA first name and matched with certificates.

Adding up Score Sheets

1. The documentation score, the methods and materials score, the creativity score and the judges' observation score are transferred directly to the bottom of the score sheet.
2. The scope and skill scores have several elements. The scores for the different elements need to be added together and then divided by the number of element. These scores may end up with several decimal places. Go out only to the second decimal place and do not round the numbers up or down.

B&V Score sheets:

The B&V score sheets are a little different. Under scope and skill the divisors are already set. So no matter how many elements are scored, when the elements are added up, divide the total by the specified divisor.

3. Do not round off the numbers on Pentathlon or Divisional Championship entries. This is a crucial step as Pentathlon winners in the past have been determined by thousandths of a point. Final tallying for the placement of Pentathlon participants should be done by the RMOAS. Those who place First or Second advance to the Kingdom A & S Faire.

Scoring is as follows:

First Place:	24.5-30
Second Place:	18.5-24.4
Third Place:	12.5-18.4
Honorable Mention:	12.4 or less

4. Then match the entry number to the name on the Entrant Registration Form. Separate the Pentathlon and Divisional Championship entrants score sheets from the rest of the entrants.

5. Once all the score sheets are tabulated, group them by name and pass the sheets to the Scribes.

Certificates: Once the Participant Registration forms have been turned in, give them to the scribes to start filling out the certificates. Fill out one Certificate for each entrant. The scribe can pencil in the entry number to better match the entrant to the score.

At the End of the Day: Once all the judging has been completed, the participants can pick up their items. In the evening, present the certificates and score sheets at the evening activity (feast, dessert revel, etc.).

After the Faire is Over: The RMOAS must send the Entry Tracking forms to KMOAS if he/she was not in attendance and this must be done within 48 hours of the close of the Faire. The RMOAS must send the Judges Registration Forms to the Judges Coordinator within 48 hours of the close of the Faire.

Financial Policy: If there are any reimbursement requests, the original receipts and an explanation must be forwarded to the KMOAS (who will fill out a Middle Kingdom Reimbursement Request Form and send them to the Kingdom Exchequer).

If a Participant has a problem at the Faire: If a participant has a problem with a specific judge concerning a score, they need to discuss the problem with the judge. The RMOAS can direct the participant to the judge. If the participant is not satisfied with the results of that discussion they should bring their case to the RMOAS. If the participant is not satisfied with the results of their discussion with the RMOAS, then they should bring their case to the A&S Faire Coordinator. If the participant is not satisfied the results of that discussion they should bring their case to the Kingdom Minister of Arts and

Sciences. It is best to resolve any differences on the day of the Faire so the RMOAS should remain on site after the scores are distributed.

Kingdom A & S Faire: There is little difference between the Regional A & S Faire and the Kingdom A & S Faire except the size. A Regional A & S Faire usually has approximately thirty (30) entries, while the Kingdom A & S Faire has approximately eighty-five (85) entries.

Appendix F: Running the Kingdom Craftsperson Faire

The Middle Kingdom Craftsperson Faire (MKCF) is a Kingdom level display faire open to any participant in the SCA. Any group preparing a bid for the Fall Crown Exhibition needs to allocate adequate space for the MKCF. The MKCF should have a private area but not be secluded from the main traffic area of the event.

The ideal MKCF site has the following features:

- Twenty 8-foot tables for the display of the entries with chairs for entrants & attendees.
- A performance space within the MKCF site or very close to it.
- Capability to support cooking and brewing & vintning entries.

There is no entry fee for the MKCF. The Kingdom Minister of Arts and Sciences will provide a small form for each entrant to fill out with their name, address and a description of the entry. The Kingdom Minister of Arts and Sciences will collect these forms after the MKCF and retain them for their records. Entrants are not required to produce documentation. Entrants are highly encouraged to put together a flyer for general distribution describing how they constructed the entry. This is very helpful to attendees of the MKCF who are interested in the arts and sciences.

The recommended time slot for the MKCF is from 11:00 a.m. to 4:00 p.m. The MKCF may go past 4:00 p.m. if the site will not be used for any other purpose during the event, such as feast. There is no closing time for entries. Entrants may determine the length of their participation during the MKCF.

Performance times for performing entries will be scheduled by the Kingdom Minister of Arts and Sciences or their designate. The performance schedule will be posted and heralded at the event.

Any MKCF entry that is designed to be consumed, such as food or beverages, must have a complete ingredient list posted with the entry. Brewing & vintning entries must have an adult over the age of 21 stay with the entry for the duration of the Faire.

Midrealm Quarterly Report for Arts and Sciences

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Individual criteria in this volume may be photocopied and
disseminated for use within the Middle Kingdom Arts and Sciences Office.

Month:

Year:

Region:

Group:

MOAS:

SCA Name

Legal Name:

Address:

Phone:

Email:

SCA Membership Number:

Expiration Date:

Deputies:

SCA Name:

Legal Name:

Address:

Phone:

Email:

SCA Membership Number:

Expiration Date:

A&S Competitions (please include number of entrants and number of entries):

Classes and Demonstrations (please include description of activity and number of people participating).

Issues or Concerns:

Acknowledgements

Thank you to all the former KMOAs, KMOSs, KMOAS and RMOAS whose work has contributed to this handbook:

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Duchess Mistress Caellyn y'earn FitzHugh, Kingdom MOA
Mistress Elli Lutemaker, Kingdom MOS
Duchess Mistress Katherine of Sternfeld, Kingdom MOA
Mistress Bronwyn ferch Gwyn ap Rhys, Kingdom MOS
Mistress Myrra de Blackwoode, Kingdom MOA
Mistress Caroline de Mercier, Kingdom MOA
Mistress Gwyneth Banfhidhleir, Oaken MOAS
Mistress Alexis MacAlister of Beverlay, Kingdom MOA
Master Patrick Connor O'Donnell McPhelan, Kingdom MOS
Lord Beorthwine of Grafham Wood, Kingdom MOS
Mistress Melisande of Woodcrest, First Middle Kingdom MOAS
Meistara Thorhalla Carlsdottir af Broberg, Kingdom MOAS
Master Charles Oakley, Kingdom MOAS
Master Arundel the Falconer, Kingdom MOAS
Duke Edmund of Hertford, Kingdom MOAS
Master Llewellyn ap Tirnan, Kingdom MOAS
Maitre Philippe de Lyon, Kingdom MOAS

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