

The Customary of the Barony of Dragon's Laire

Kingdom of An Tir

The Society for Creative Anachronism (SCA, Inc.)

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Article I. Scope

Section 1.01

This is the Dragon's Laire Customary, as permitted by Corpora (I. A); this Customary is intended to aid in the smooth running of the Barony of Dragon's Laire, a branch of the Society for Creative Anachronism, Inc. This Customary is not a corporate publication of the Society for Creative Anachronism, Inc. and does not delineate SCA policies.

Section 1.02

This Customary is superseded by federal, state, and local laws and ordinances, the governing documents of the Society for Creative Anachronism, Inc., and the laws of the Kingdom of An Tir. This Customary may be amended by the Seneschal or the Coronets of Dragon's Laire in consultation with the other.

Section 1.03

This Customary is not to be construed as law but as a document of the customs, local policy, and implementation procedures for the branch's operation.

Article II. Definitions

Section 2.01

It is the policy to use the following definitions

- (a) Society: The Society for Creative Anachronism, Inc. also referred to as SCA or SCA, Inc.
- (b) Kingdom: The Kingdom of An Tir
- (c) Crown: The Sovereign and Consort of An Tir, acting jointly.
- (d) Barony or Baronial: The Barony of Dragon's Laire, in reference to or in ownership of
- (e) Coronet(s): The ceremonial head(s) of the Barony, which are the representative(s) of the Crown within their lands. See Article 4.07 for more details.
- (f) Grete Boke of Dragon's Laire: Refers to both a page on the official Dragon's Laire website and bound documents containing the chronology of events, maps, news articles and other items of historical interest for the branch.

- (g) Item Lease: All items owned by or donated to the Barony are officially owned by SCA Inc. Items that depreciate in value, such as coronets and pavilions, must be "leased" from the Barony. Lessee must be a member of the SCA. Item lease length is determined by item type and user need, for example Champion regalia for one year versus the Baronial brazier for an event. The lease fee is \$1. The Lease document is available on the Baronial website.
 - (i) Gold key garb does not need to be leased. Non-members are eligible to borrow Gold Key items by signing the event waiver and paying the non-member registration fee.
- (h) Officer: A paid member holding an official position within the Barony, refer to Article IV and Appendix 1.
 - (i) It is the custom of the Barony to maintain all Offices that are required by the Kingdom to create and maintain baronial status: Coronet(s), Seneschal, Exchequer, Herald, Minister of Arts & Sciences, Baronial Marshal, and Chronicler.
 - (ii) It is the custom of the Barony that all officer positions are warranted, either as a Kingdom warranted position are solely through the Barony.
 - (iii) Greater Officers: As defined by the Kingdom, these are the Coronet(s), the Seneschal, the Exchequer, the Arts & Sciences Minister, and the Baronial Marshal, and Chronicler. These officers form the 'Council' of the branch, which is a term the Kingdom uses but is not traditionally used within the Barony.
 - (iv) Contingency Deputy: A deputy for any officer position who can fulfill the Officer's role. Several Kingdom warranted positions are required to have a Contingency Deputy.
- (i) Member: A paid member of the SCA. Paid membership allows a participant to maintain a year long event waiver, receive a membership discount on event fees, hold an officer position, lease items owned by the SCA, which includes regalia and reference materials. See <http://www.sca.org/members/about.html> for more information about SCA memberships.
- (j) Non-member: Participants in SCA activities that choose not to become paid members. Non-members do not have the right to participate in polling, hold items owned by SCA, Inc., or serve as Officers, and do not receive a membership discount at SCA recognized events.
- (k) Social Media: Per the Society, this includes email, as well as sites like Facebook, Twitter, and Instagram.
 - (i) Official announcements must be made on sites that are accessible without login, which may include Facebook but does not include the Baronial email distribution list.
- (l) *The Flames of Dragon*: The branch newsletter, commonly referred to as *The Flames*, which must include the monthly Finance and Business meeting notes. The Chronicler oversees the Flames; they may choose to expand the newsletter with interesting articles and art or find a Deputy interested in doing so.
 - (i) Current and previous issues of *The Flames* are hosted on the Baronial website.

- (ii) *The Flames* was moved from a print-only medium to online availability in 2015. It was briefly on hiatus in 2016 and 2017 and then moved to online only availability.
- (m) Warrant: A warrant is formal proof of appointment. Officers are warranted for a predetermined, fixed term, which may be extended by the request of the officer with agreement from the superior officer(s), the Seneschal, and the Coronets.

Article III. History

Section 3.01 Grete Boke

It is the custom to maintain a history of the branch. It is the policy for the history to be available to all members of the branch, "The Grete Boke of Dragon's Laire" will be available on the Baronial website. A bound version containing articles, early maps, and other physical items will be available from the Baronial Librarian.

Section 3.02 Keystone dates and recognitions for the Barony

- (a) August, 1981: Dragon's Laire begins.
- (b) January 1982: Dragon's Laire is officially recognized as a Shire at An Tir's first Twelfth Night, AS XVII: The first shire formed by the new Kingdom of An Tir.
- (c) January 1995: At Twelfth Night AS XXIX, the Shire of Dragon's Laire officially petitioned Their Majesties for elevation to Baronial status.
- (d) June 1995: The Barony of Dragon's Laire was officially created at June Faire, AS XXIII.
- (e) Recognitions from the Kingdom to the Barony:
 - (i) Throne's Favor of An Tir: Received July 15, 2006 (AS XLI) from Sven Fallgr Gunnarsson and Signy Oksendahl.
 - (ii) Goutte de Sang: Received January 13, 2007 (AS XLI) from Amalric Blackhart and Caia Snowden.
 - (iii) Bountiful Hand: Received January 7, 2012 (AS XLVI) from Thorin Njalsson and Dagmaer in Hvassa.
 - (iv) Bountiful Hand: Received July 2, 2016 (AS LI) from Eirik Daegarsson and Drifinna Ulfgarsdottir.

Article IV. Structure and Officers

Section 4.01 Structure

As in the original charter, it is the custom of the Populace to have fun. In order to have fun it is the policy of the Barony to have an organizational structure with procedures within that structure that enable the Populace to have fun.

Section 4.02 Officer Warrants

It is the policy of the Barony that all Officers are warranted whether they fulfill roles of Greater or Lesser Office. Following the example set by the laws of the Kingdom, Baronial Officers are warranted for a 2-year term, which can then be followed by 2 single-year renewals.

- (a) All Officers, once approved by the Seneschal and the Coronets, must fill out the Acceptance/Change of Officer form, available from the An Tir Library or from the Seneschal.
 - (i) All forms must be submitted to the Seneschal once completed, at least 5 signatures are required.
 - (ii) The Seneschal shall be responsible for submitting the forms to the appropriate Kingdom Officer and keeping a copy for Baronial records.
- (b) Three months prior to the expiration of the warrant, Officers must decide if they wish to extend their warrant or open the position for new applicants.
 - (i) Extensions. If an Officer chooses, they may request to extend their position annually for two years.
 - (1) The extension must be approved by the Seneschal, Coronet(s), and the appropriate Kingdom or Superior Officer.
 - (2) At the end of four years, the position must be advertised to the Populace even if the current Officer is the only applicant.
- (c) The Coronet(s) are warranted as described in Kingdom Law and Section 4.07.

Section 4.03 General Policy For All Officers

All Officers:

- (a) Shall provide complete and accurate contact information to the Seneschal.
- (b) Non-Champion Officers shall live within the set of the Barony; Kitsap County and all of north Mason County to Grapeview, WA. See Appendix 5 for a list of zip codes.
- (c) Shall act as a general clearinghouse of information regarding local resources, instructors, and suppliers for matters relating to the office.

- (d) Must be able to sign a "lease" for the property related to the office and maintain an accurate inventory for the items including regalia and any reference materials. The inventory report date is set annually by the Steward.
 - (i) The Youth Armored Combat Champion shall have an appropriate guardian to act in their stead.
- (e) Submit a monthly report through the Baronial Monthly Report form, found on the Dragon's Lair Website on the Resources tab, by 4 PM the day of the business meeting. These reports are then emailed to the email Dragon's Lair email list automatically. Officers may also choose to cross-post their report to the Baronial Facebook group but this is not required.
- (f) Work with Event Coordinators to ensure that the duties of the office, as they relate to the event, are fulfilled.
- (g) Attend the business meetings as often as possible.
 - (i) Greater Officers unable to attend for more than 2 meetings in a row, shall find a suitable deputy to act as a representative.
 - (ii) Any Officers unable to attend the meeting shall keep current with reports from other Officers, Guilds, and Event Coordinators via the emailed monthly reports or the Flames.
- (h) Request an extension on the warrant or begin the process of finding a replacement 3 to 6 months prior to the expiration of the warrant.

Section 4.04 Selecting New Officers

- (a) Open officer positions will be announced at the next business meeting, are listed in the business meeting record, and are also posted on the Baronial website and to other social media as deemed appropriate by the incumbent Officer, the Seneschal, and the Coronets.
- (b) Announcements for a new Officer will include the job description of the office (see Appendix 1), any application requirements, and the contact information for the incumbent Officer.
- (c) All interested parties, including current Deputies, should submit a letter of interest, an SCA resume, and any other application requirements to the incumbent Officer, the Seneschal, and the Coronets.
 - (i) The names of applicants and their letter of interests will be published to the Baronial website and to other social media as deemed appropriate by the incumbent Officer, the Seneschal, and the Coronets.
 - (ii) The interested applicants must introduce themselves at the next business meeting.
 - (iii) Input from the Populace shall be accepted by the Seneschal and/or Coronets at separately arranged meetings, via email, or by telephone call.
 - (iv) Applicants may have a private interview with the Seneschal and Coronets to address any questions or concerns.

- (d) If no member of the Populace applies, the incumbent Officer may approach individuals to see if they are interested in the position. If an individual is found to accept the position, they, the incumbent Officer, the Seneschal, and Coronets shall decide which parts of the application process shall still be followed.
- (e) If no applicant is found, the incumbent Officer shall meet with the Seneschal and the Coronets to decide the next step.
- (f) The Seneschal, acting with the advice and consent of the Coronets, has the authority to appoint interim Officers in cases including but not limited to sudden resignation, death, extreme negligence, or other emergent situations.

Section 4.05 Policy For Kingdom Warranted Officers

- (a) You shall Make contact with your Kingdom Officer once your Kingdom of An Tir Job Acceptance/Change of Officer form has been submitted.
- (b) Officers are provisional until the warranting process is completed, see Section 4.02. Kingdom Officers must approve the applicants for Greater Officers and some deputies.
- (c) Submit quarterly reports to your Kingdom Officer, dates are subject to change but are currently as follows:
 - (i) January, February, and March are due April 30th.
 - (ii) April, May, and June are due by July 31st.
 - (iii) July, August, and September are due by October 31st.
 - (iv) October, November, and December are due by January 31st of the following year.
 - (v) Some Kingdom Officers may choose a different deadline, their individual deadline supersedes that set by policy.
- (d) Shall recruit a Contingency Deputy within 6 months of accepting the position.
- (e) Recruit other deputies as needed, following the procedures outlined in Section 4.04 and in consultation with the Seneschal and Coronets.

Section 4.06 Removal and Resignation Policy and Procedures

- (a) Grounds for dismissal by the Seneschal in conjunction with the Coronets and the Officer's superior shall include but not be limited to the following:
 - (i) The Officer has demonstrated a substantial failure to perform the duties of the office after having been given notice of the nature of neglected duties and having been given a reasonable opportunity to correct these failures. Examples of this include failure to submit a report for three consecutive business meetings or not keeping in contact with Seneschal and Coronets on a regular basis;
 - (ii) The Officer has willfully abused the Office by using it to hinder or annoy others or to advance some purpose inconsistent with the trust of the Office.
 - (iii) The effectiveness of the Officer has been impaired to a substantial degree due to personal reasons or a breakdown in the Officer's ability to work with the

Seneschal, Coronets, the Officer's superior, the Officer's deputies or subordinates, and/or the populace with whom the Officer must work.

- (iv) The Officer has demonstrated a willful failure to abide by governing documents of the Society, The Kingdom, and/or the Branch.
 - (v) The Officer has been banished.
 - (vi) The Officer has let their membership lapse.
- (b) Any Officer may resign at any time by giving written notice to the Seneschal, the Coronets, and the applicable Kingdom or superior Officer. Any such resignation shall take effect as of the date specified therein or, if no date is specified, the resignation is effective as of the date of receipt.

Section 4.07 The Coronets

The Coronets are the direct and appointed representative of the Crown for the Barony. It is the custom of Dragon's Laire to be ruled benevolently by Coronets that listen to the consensus of the Populace.

- (a) The Coronets, in adherence to Society and Kingdom policy, are considered Officers of the Barony and must maintain membership in the SCA. They are also expected to adhere to the other duties inherent in all Officers with the exception of required deputies and terms of warrant.
- (b) It is the policy that the Coronets are the ceremonial Head of State for the Barony and provide a high level of pomp and ceremony to Baronial events.
- (c) Additional duties include but are not limited to:
 - (i) Hosting visiting Royalty.
 - (ii) Conducting Courts as necessary to present recognitions, prizes, awards, and honors and memberships in the Orders of the Barony as well as presenting awards, honors, and memberships as designated to them by the Crown.
 - (iii) Serving on the Financial Committee; the Coronet vote is shared between the two.
 - (iv) They may advise the Seneschal and other Officers in the performance of the Officer's duties.
 - (v) Serving as advisors to the June Faire Committee.
- (d) The Coronets serve at the pleasure of the Crown of An Tir and, in accordance with Kingdom law, are allowed to serve up to 2 consecutive 3-year terms.
 - (i) Four to 6 months prior to the end of their first term, the Coronets will decide if they wish to continue for another term or step down and contact the Crown with their decision.
 - (ii) The "Baronial Polling Process," instructions and timeline are available through the Kingdom Seneschal.

Section 4.08 Officers

It is the custom and policy to maintain those Officers that are required to retain Baronial status; those officers are delineated in Kingdom law and are defined as Greater Offices: the Coronet(s), the Seneschal, the Exchequer, the Arts & Sciences Minister, the Baronial Marshall, and the Chronicler.

Other officers deemed required for the smooth operation of the Barony but are not required to retain Baronial status are the Herald (known as the Golden Dragon Pursuivant), Chatelaine, Baronial Scribe, the Webminister, the Social Media Officer, and the Youth and Family Activities Officer.

Many Offices have deputies and, over time, the Barony has created persistent deputy officer positions. These positions and their duties may return to the primary office, in consultation with the Seneschal and the Coronets, based on Officer preference, the lack of interest by the Populace in filling the position, or by the lack of need.

- (a) Baronial Marshal Deputies: Chief Archer, Minister of Lists, Rapier, Siege, and Thrown Weapons. Many of these deputies also report to their corresponding Kingdom Superior. The Equestrian Deputy has been placed in abeyance.
- (b) Exchequer: the Exchequer Contingency Deputy (as required by Kingdom Law), the Finance Committee Recording Secretary, the Steward, and the Librarian.
- (c) Arts & Sciences Minister: Gamesmaster.
- (d) Webminister: Baronial Calendar Deputy
- (e) Chatelain(e): Gold Key duties may be assigned to a deputy of the Chatelain(e). That Deputy may choose to be referred to as Gold Key.

Section 4.09 YAFA Mentors

Youth and Family Activities (YAFA) Mentors are members of the Populace participating in a Society wide program for youth and family activities. These Populace members are not considered Officers at the Baronial level but are required, by the Kingdom, to report YAFA activities, two weeks prior to the quarterly reporting schedule, to the Seneschal and the Kingdom YAFA Officer.

Section 4.10 Voluntary Projects and Tasks

There are occasions when members of the Populace may choose to volunteer for projects or tasks from an Officer of varying time commitment and intensity. These projects and or tasks do not require the volunteer to be a paid member, unless they are holding SCA Inc. property, but they do require that the person stay active within the Barony.

Article V. Standing Committees

Section 5.01 The Financial Committee

A committee that, with the consultation of the Populace present at the meeting and following the Dragon's Laire Financial Policy, decides financial matters including but not limited to approving Event budgets, bids for items for Baronial use, tithes to the Kingdom, and leasing items to other branches or applicable non-profit organizations.

- a. The Committee has 3 votes: the Seneschal, The Exchequer, and the Coronets.
 - i. If a decision must be made and one of the voting members is unavailable or has a conflict of interest, the Marshall, Herald, or Minister of Arts & Sciences may temporarily fill the role.
 - ii. The Seneschal, Exchequer, and their Contingency Deputies must not be immediately related individuals or operate out of the same residence.
 - iii. The Exchequer, acting with the advice and consent of the Seneschal and Coronets, has the authority to appoint interim Populace members in cases including but not limited to sudden resignation, death, extreme negligence, or other emergent situations.

Section 5.02 The Customary Committee

- a. The Customary Committee works to keep the Customary updated. This is not a persistent committee and it generally forms every 2-3 years to handle updates from Society and Kingdom as well as to include changes in Baronial interests and traditions.
- b. The Seneschal will recruit members of the Populace to form a Customary Committee that meets, traditionally in February, for the purpose of soliciting changes and making edits.
 - i. Once a draft is complete, it will be made available to the Populace for review. The draft will be hosted on the Baronial website. Printed copies may be requested from the Seneschal.
 - ii. Comments, questions and suggestions are to be emailed to the Seneschal. Comments and edits will be collated and presented to the Committee for consideration.
 - iii. The draft will be available for viewing for at least one month prior to approval. Two months is preferred.
 - iv. Copies of the final revision will be available at the business meeting where approval and use is voted on. This is traditionally the Business meeting after the comments window has closed.

- v. Changes and edits may be requested at any Business meeting or in writing. They will then be posted to the Baronial website and other social media as deemed appropriate.
- vi. The current approved version of the Customary is always available on the Baronial website.

Section 5.03 The June Faire Event Team

An event team, sometimes referred to as a committee or board, whose members coordinate June Faire and the Kitsap Medieval Faire demo.

- a. The initial team must include the Event Coordinator(s) and at least six (6) team members.
- b. The Seneschal, Coronets, and Exchequer are consulting members and should be present at June Faire team meetings as they are able to attend.
- c. See Section 8.03 June Faire and Its Bid Process as well as the June Faire Event Team documentation for further information.

Article VI. Meetings

Section 6.01 Financial Meeting

The meeting shall be held monthly, prior to the business meeting and at the same location. Other meetings shall be held as required but the time and location must be announced to the Populace via the Baronial website and other appropriate social media. The actions of the Financial Committee are further detailed in the Dragon's Laire Financial Policy.

Section 6.02 The Business Meeting.

The Business meeting shall be held at least once a month and more often as needed.

- a. It is the custom that each Officer, Guild Head, and Event Coordinator report on their activities; especially those activities that may interest newcomers or visitors.
- b. It is the custom that the Coronets speak to Their Populace about Their wishes, concerns, and congratulations, and that They are limited in subject or scope.
- c. It is the custom that old and new business shall be discussed, which includes but is not limited to the status of events have been awarded, awarding events, seeking the input of the Populace, Officer openings, Committee reports, and other business related to the operation of the Barony and the activities of the Populace.

- d. It is the custom to ask for, "Oh by the ways" at the end of the meeting, which may include general announcements of interest to the Populace.
- e. All reports and any notes from the meeting shall be compiled by the Chronicler, including the, "Oh by the ways," which allows the creation of the Branch report and is sent to the Webminister and is posted to the Baronial website.

Section 6.03 Special Interest meetings

It is the custom to give the Populace opportunities to have fun. Meetings for special interests, coordination of activities such as vigils, and event teams are scheduled as needed and are announced at the business meeting, on the Baronial website, on the Baronial calendar, and other social media as is appropriate.

Article VII. Financial Matters

Section 7.01 Financial Policy is delineated in the Dragon's Laire Financial policy document, the most recent version is always available on the Dragon's Laire website.

- a. The Financial Policy should be reviewed annually in keeping with Kingdom Policy.
- b. The Barony of Dragon's Laire will maintain an annual budget as approved by the Financial Committee and Populace at the January Finance Committee meeting.

Article VIII. Events

Section 8.01 Traditional events

In keeping with Kingdom policy, the Barony holds at least three branch events a year with several traditional events including Candlemas, June Faire, and Yule. It is a custom of the Barony to also host a Kingdom event at least every other year.

- a. Candlemas: An event traditionally held the first Saturday in February. This event hosts the Baronial Arts & Sciences and Bardic Championships as well as the Scholar's presentations, and a feast.
- b. June Faire: See Section 8.03

- c. Yule: An event traditionally held the first Saturday in December, it allows the Barony to gather together during the holiday season and feast. The event may host classes, fight practices, dancing, youth activities, and tournaments.
- d. Sergeant's Trials are held at the discretion of the Coronets.
- e. Inactive or retired events:
 - i. Last Chance: This event was host to some or all of the Martiallate Championships including Archery, Armored Combat (Heavy), Equestrian, Rapier, and Thrown as was permitted by the site and Populace interest.
 - 1. Traditionally held prior to September Crown, the event migrated based on site availability and Kingdom Calendar space between August and October
 - ii. Bardic Circle/Baronial Picnic: This event was held in the summer between June Faire and Last Chance. Occasionally a camping weekend, it was a chance for the Populace to gather together and relax.
 - iii. Master Ed: A separate event focusing on Equestrian activities and the Equestrian Championship.

Section 8.02 Event Bid Procedure

- a. See Section 8.03 for June Faire and the Kitsap Medieval Faire demo.
- b. Bid for Baronial Events must be submitted no later than 4 months prior to the traditional event date, are reviewed by the Financial Committee, and are awarded at the Business Meeting.
 - i. If only one viable bid is received, it will be awarded.
 - ii. If multiple bids are received, an attempt will be made to reach a consensus of the bidders as to a single bid. If no consensus is possible, the Seneschal, Coronets, and Exchequer will deliberate and award the bid.
 - iii. The Barony recommends a rotation of Event Coordinators but the same Coordinator may be awarded the same event multiple years in a row.
- c. Bid Presentations must include the Event Proposal form provided on the Baronial website. Bids must include the following:
 - i. The type of event: feast, tournament, championship, etc.
 - ii. Proposed date, time, and location
 - 1. Event dates for Candlemas, June Faire, and Yule are traditionally set and, by policy, are reserved in advance by the Seneschal. The dates can be changed, based on site available or event conflict. Section 8.01.
 - 2. Location may determine the number of attendees at the event and the feast style.
 - iii. Expected number of attendees
 - 1. The Seneschal and Exchequer work together to keep a log of the event through time and should be able to provide expected attendance.
 - 2. Crown presence will increase attendance numbers 20-30%.

- iv. Event staff shall be listed and must contain the Event Coordinator and at least three other positions. Positions needed are variable based on event type but generally require Gate, Royal Liaison, Pre-reg, Decorations, and Camping as well as coordination with the A&S Minister and Baronial Marshall.
 - 1. Officers are required to be offered a position on the event teams but can decline. If they decline the position, they must assist in finding a replacement.
- v. Budget
 - 1. Things to consider: Does the site require named, equestrian, or golf cart insurance? A banquet license?
 - 2. Event participants may not be offered a discount or waived site fee.
 - a. The Crown and Kingdom Champion fees are waived, per Kingdom Policy
 - b. Baronial Champions shall be offered waived site fee at the event where their successor is chosen.
 - 3. Event Coordinators may offer waived feast fees to cooks, servers, scullery, or others but the number of waivers should be planned for in the budget and somewhat limited in number.
 - a. It is tradition that those volunteering for the day in the kitchen as well as servers, as they do not get a chance to sit and eat, receive a waived feast fee but are accounted for in the food planning. For a feast of 100, this is typically 10-15 people.
- vi. Complete contact information for the Event Coordinator, Feast Coordinator, and any contingency or co-coordinators.

Section 8.03 June Faire and its Bid Process

- a. Due to the nature and size of the event, June Faire is coordinated by the June Faire Event Team.
- b. June Faire is the largest SCA event held by the Barony and includes the Kitsap Medieval Faire demo. It is designed for the enjoyment and attendance by the SCA Populace and for modern visitors.
- c. It is tradition to hold June Faire two weeks after May Crown/the first weekend in June.
- d. Modern visitors attending the Kitsap Medieval Fair demo do not participate in martial activities. Narrators are provided along the war/tourney field to explain and entice the crowd.
- e. A wide variety of martial activities are available for SCA participants, which may include archery, armored combat, equestrian, rapier, siege, and thrown weapons.
- f. Artisans are requested to do demos and displays and those of Bardic talent are encouraged to perform. Pavilions for other activities for games, youth and family activities, and shade are also available.
- g. June Faire is the primary means of recruitment and fundraising for the Barony of Dragon's Lair.

h. Bid Procedure

- i. June Faire bids must be submitted by October of the previous year.
- ii. Bids must include the proposed site, the names of the Event Coordinator(s) and at least six (6) team members with their tasks, and budget.
 1. For team and task descriptions, see the June Faire and Kitsap Medieval Fair team documents hosted on the Dragon's Laire website.
 2. Consult with the Continuity Coordinator and Exchequer for the previous three years' proposed and end budgets.
- i. Once a bid has been accepted
 - i. Monthly reports submitted through the Baronial webpage detailing event planning and progression.
 - ii. The Event Coordinator or Deputy should attend Business Meeting each month to update the Populace.
 - iii. Monthly team check-ins on progress based on task. In-person meetings and their frequency will vary based on schedule.
 - iv. Approach members of Dragon's Laire for participation in activities and demonstrations prior to opening up space for the greater region.
 - v. Plan to have a public meeting to address any questions about the event and begin volunteer recruitment in March.

Section 8.04 Other Events

Other events for the Barony may be proposed at any Business meeting. They may be a one-off event or planned to be recurring.

Section 8.05 Kingdom Events

It is tradition that Dragon's Laire bid a Kingdom level event. We have proudly hosted July Coronation, September Crown, Twelfth Night, and Kingdom Arts & Sciences Championships. Members of the Populace have also been Event Coordinators for Kingdom Feast and An Tir/West War.

Article IX. Champions

Section 9.01 Expectations and Tasks

Baronial Champions are Officers of the Barony and, like other Officers, must be paid members of the SCA. It is required that Champions swear and oath of fealty or friendship to the Coronets. A Champion traditionally serves for a year.

Marshal Champions are expected to coordinate the following year's Championship activities with the Coronets, the Event Coordinator, and the MiC of the event.

Arts & Sciences and Bardic Champions are asked to teach a class or coordinate an activity at a future Dragon's Laire Social or event.

All Champions receive a Dragon's Flame when their term is completed.

Section 9.02 Types

- a. Archery Champion
- b. Armored Champion
- c. Arts & Sciences Champion
- d. Bardic Champion
- e. Equestrian Champion (in abeyance)
- f. Rapier Champion
- g. Thrown Weapons Champion
- h. Youth Armored Combat Champion
- i. Potential to be added
 - i. Target Siege
 - ii. Youth Archery Champion
 - iii. Youth Arts & Sciences Champion
 - iv. Youth Bardic
 - v. Youth Rapier Champion

Article X. Sergeants

Section 10.01 The Sergeants of Dragon's Laire

- a. Are selected by rigorous trials that test their focus and breadth of knowledge in a variety of areas, including the gentler arts and courtly behavior. Originally developed to bring An Tirians to the notice of Peers in the West, their role has changed to fit the current needs of the Barony and Kingdom.
- b. They embody the notions of chivalry and etiquette and are expected to act as advisors and teachers in their areas of expertise.
- c. Populace members seeking to be included in the ranks of the Sergeants should speak with the Coronets.
- d. Any tasks or duties, including their role in Court, are decided by the sitting Coronets.

Section 10.02 Areas of Expertise as used in Dragon's Laire

- a. Sergeants are expert armored combatants
- b. Yeomen are expert archers, masters of thrown weapons, and siege.
- c. Gallants are expert rapier combatants
- d. Lancers are expert equestrian combatants
- e. Courtiers are experts in areas of Arts & Sciences or in Service

Article XI Polling Orders, Awards and Recognitions

One of the privileges gained when the Shire of Dragon's Laire was elevated to a Barony was the right to create and bestow Baronial awards. This right was and is exercised to create a number of Awards and Orders to recognize outstanding efforts by members of the Populace for the Arts & Sciences, Martial Arts, and Service as well as awards to recognize accomplishments of unusual merit.

Section 11.01 Recommendations

Members of the Populace may recommend individuals for any award at both the Baronial and Kingdom level. The Coronets invite and encourage award recommendations of all types as bestowing recognition is one of the chief pleasures of Their Office.

Section 11.02 Polling Orders

- a. The Order of the Wyvern predates the elevation of the Barony from a Shire. It was elevated to a Baronial Order upon recognition of Dragon's Laire as a Barony. Awarded to individuals for service to the Barony beyond the call of duty. Current members of the Order recommend selected individuals for admission to the Coronets. Insignia of the Order consists of a Wyvern charm, which is most often worn on a necklace.
- b. The Order of the Dragon's Pearls, formerly known as the Order of the Albion Light, was formed to recognize outstanding achievement in the Arts & Sciences in the Barony. Members of the Order are proficient in several disciplines and are committed to sharing their skills and knowledge. Current members of the Order recommend selected individuals for admission to the Coronets.
- c. The Most Noble and August Order of the Golden Hyphen is granted to individuals who have demonstrated superior organizational abilities. Admission into the Noble Order is one of the truly great honors that can be bestowed on a person from the fair Barony of Dragon's Laire. Current members of the Order recommend selected individuals for admission to the Coronets.
 - i. The Golden Hyphens are known as the Hyphen Collective. When a new member is added, they are assigned a sequential number in order of their date of

admission, i.e., 3 of 5. For example, Master Ralg was assigned 7 of 9 when he was assimilated and will always be known as 7 of 9, regardless of how many additional members are added to the Collective.

- ii. The Order was created at June Faire A.S. XXX, minutes after Dragon's Laire was elevated to Baronial Status. It is the first Baronial Order created. The first two members of this elite Order were presented with the Golden Hyphen medallions symbolizing the Order and special raiment.
- iii. A sub-order, Hyphens in Training, exists to recognize individuals who have displayed a suitable attitude but have not yet met all of the requirements for membership.

Section 11.03 Awards

- a. Argent Pavilion: is given for serious works toward making an encampment as period or period-esque as possible. The ambiance can sometimes be as important as 'how' period the equipment is.
- b. Baron's/Baroness'/Coronet's Favor: are given out in recognition of various endeavors on behalf of the Baron, Baroness, or Coronets.
- c. Dragon's Claw: awarded to youth in the Barony for contributions of merit. Formerly known as the Silver Claw.
- d. Snapdragon: awarded to individuals of merit who have provided notable service to the Barony. It may be awarded multiple times.
- e. Dragon's Lily: awarded to individuals for extended service over a period of time to the Barony of Dragon's Laire. The second level service award and may only be awarded once.
- f. Dragon's Heart: awarded to individuals of highest merit who have provided long term service to the Barony.
- g. Dragon's Keep: awarded to a household for recognition of service. May be awarded more than once.
- h. Flaming Newt: awarded to youth for Arts & Science endeavors
- i. Bumblebee: awarded to individuals with notable achievements in the Arts & Sciences. It may be awarded more than once.
- j. Nautilus: recognition of a deeper level of knowledge or of level of skill excellence in a field of Arts and Sciences. The second level Arts & Sciences award, which may only be awarded once.
- k. Mano Minos: granted in recognition for great service to the Arts & Sciences of Dragon's Laire.
- l. Scholar of Dragon's Laire: is the title bestowed upon those who have successfully submitted a research paper to the Scholar's Committee and then presented at Baronial Arts & Sciences Championship.
- m. Defender of Dragon's Laire: Given to those in recognition of their promise and dedication in the Martial Arts: Archery, Armored Combat, Equestrian, Rapier, Siege, Thrown Weapons, and Youth Armored Combat.

- n. Dragon's Flame: awarded to Baronial Champions as they step down from Office.
- o. Dragon's Company: awarded in recognition for service to the Marshalate.
- p. Honored Marshall: is given to those individuals that have had great impact upon and service to the Marshalate. Awarded at June Faire and is recommended by the Marshals at the event.
- q. Warlord: Is a title given to the individual who is tasked with leading and commanding Baronial forces during times of War.
- r. Dragon's Mantle: Given by the Barony to those who achieve great works in persona development.
- s. Drake's Shepherd: is awarded to individuals of merit who have provided notable and honorable service to youth activities and enhanced family involvement.
- t. Sergeant: are given out in recognition of completion of the Trials and include Courtiers, Gallants, Lancers, Sergeants, and Yeomen.
- u. Retired Awards
 - i. The O Kopros: given for Massive verbal misstatement
 - ii. Juan-1: Up and coming heavy fighters
 - iii. Juan-2 Up and coming rapier fighters
 - iv. Juan Shot: Up and coming archer

Section 11.04 Recognitions

- a. The Light of Creativity and Scholarship is given by the Order of the Dragon's Pearl to those who participated in the Baronial Arts & Sciences and Bardic Championships and were deemed worthy of recognition for their efforts but who were not selected as Champion.

Article XII. Guilds and Groups

A guild is a recognized specialized interest focus interest group. Guilds may or may not be affiliated with Kingdom Guilds of the same or related interests.

Groups also have a focused specialized interest that are committed to a topic or project but have not sought official status with the Barony.

Section 12.01 Guild Policies

- a. Each Guild determines their own internal structure and activities, they have the option to mimic Kingdom Guild structures.
- b. Guild Heads and other guild officers are determined by the members of the Guild and are not considered Baronial Officers.

- i. Each Guild is responsible for determining their Officer selection, including the Head.
 - ii. It is up to the guild to determine how long each Guild Officer serves and the process for replacement.
 - iii. A monthly or quarterly report of Guild activities should be submitted via the Dragon's Laire website, as Officer reports are made, in order to keep the Populace updated on activities and encourage members.
- c. Frequency of meeting should also be decided: weekly, monthly, quarterly, or to be set based on project schedule.
- d. The designated holder of any regalia or other guild property, such as braziers, looms, or parchment, must be a paid member of the Society and able to sign a Lease for holding the items. See Section 4.03.
- e. Have a formal process for abeyance or disbanding, which must include a letter of intent to the Seneschal and Coronets describing the conditions under which the decision has been made.

Section 12.02 Baronial Guilds and Groups

- a. Active guilds include Culinary & Spirit-makers, Scribal, and the Research Corpus.
- b. Former guilds include Bardic, Costumers, European Dance, Metalsmiths, Missile, Middle Eastern Dance, Textiles, and Thingmakers.
- c. For descriptions, see Appendix 3.

Article XIII. Other Traditions

Section 13.01 Absent Friends

It is the custom within Dragon's Laire to recognize and honor those members of the Barony who have passed on or whose military or life obligations cause their absence during a feast.

- a. A place with no chair shall be set with a tablecloth and complete place setting but with the plate and glass turned over to denote the absence of those missing from the Barony of Dragon's Laire.

Section 13.02 Toasting at Feasts

It is the custom within Dragon's Laire, during feasts, to recognize with a toast the leaders of the Kingdom and Barony.

- a. By tradition, the Event Coordinator is responsible for asking event attendees to offer the toasts. The Herald should be consulted in matters of precedence regarding those offering toasts.
- b. By tradition, the following toasts should be offered in this order:

- i. The King and Queen of An Tir.
- ii. The Royal Heirs (if any at this time)
- iii. The Baron and Baroness of Dragon's Laire
- iv. Any visiting dignitaries at the discretion of the Coronets
- v. Any Kingdom or Dragon's Laire Champions at the discretion of the Coronets
- vi. Absent Friends
- vii. The Event Coordinator
- viii. Those that have prepared the feast and served it
- ix. The Barony of Dragon's Laire
- x. The Kingdom of An Tir

Section 13.03 Populace Survey

In some matters that are considered of great importance to the Barony, a survey to assist the Coronets in gauging the consensus of the Barony may be held.

- a. The Seneschal is responsible for the organization, carryout, and announcement of results.
- b. Requests for a survey go to the Seneschal, in written form, which are then discussed with the Coronets and may be discussed at the next Business meeting.

Article XIV. Dissolution

As prescribed in Corporate Policy and Kingdom Law.

Article XV. Social Media

Section 15.01 Social Media

The Barony of Dragon's Laire participates in various social media in order to interact with the Populace and recruit new members.

- a. In keeping with Society and Kingdom Law, Dragon's Laire shall maintain a website in order to connect with members of the Populace, recruit new members, and provide information and resources.
- b. Other media accounts may be created with permission of the Seneschal and Coronets, including but not limited to email lists, Facebook, Twitter, and Instagram and following the guidelines as set forth by the Society and Kingdom Social Media Handbooks.
- c. Official Baronial announcements must be publically available and shall not require an account or password in order to be read.

- d. The Seneschal and an appropriate Officer of the Barony shall be moderators and or administrators on Baronial accounts

Section 15.02 Guidelines for Posting

Participants on the Dragon's Laire Social Media accounts are expected to follow these guidelines:

- a. Be polite. The social media environment makes misunderstandings common. Re-read your post before you send it and strive to avoid phrasing that would cause misunderstandings.
- b. Participants shall post topics related to the SCA, medieval history, or other re-enactment and living history topics; an exception is made for health-and-welfare.
- c. Participants may mention that they have SCA appropriate commercial products for sale but must direct interest and traffic to another site or private communication.
- d. Participants shall not post things that are deliberately provocative, of a name-calling or unfavorable personal comparison, and will limit themselves to discussing issues and activities, not personalities. Temperate phrasing shall be used at all times.
- e. Keep personal notes private, it is acceptable to try and make contact with someone through a public post but further conversation should be taken off list.
- f. If you have a problem with a post, contact the Seneschal or other moderators with your concerns. Do not send chastising messages.
- g. Do not repost private messages in a public forum without permission from all participants.
- h. Social media can supplement but does not replace the Baronial Finance and Business Meetings or the Baronial website.

Appendix 1: Officer Descriptions

The Seneschal

The Seneschal is the branch President and acts as the administrative head and legal representative of the Barony. The Seneschal is responsible for the smooth functioning and continued communication between the Officers of the Barony. This is a Kingdom warranted position, which is required to send quarterly reports to a designated Kingdom Officer.

- a) Is responsible for the coordination of Society activities in the Barony
 - i) Reserves the date for all Baronial events, as outlined in Article VIII, as early as the Kingdom Calendar policy allows.
 - ii) Steps in as Event Coordinator for events in case of emergency.
- b) Serves on the Financial Committee with one vote.
- c) Moderates Baronial business meetings, ensuring that they are conducted in accordance with the Customary (Article VI).

- i) If the Seneschal is unable to attend a meeting, the Deputy Seneschal or a substitute acceptable to the Coronets must be found or the meeting rescheduled.
- d) Holds and fulfills the duties of vacant offices until filled or placed in abeyance.
- e) Acts as an advisor to the June Faire Committee
- f) May act as a moderator on public unofficial or official Baronial Social Media.

The Exchequer

The Exchequer is the treasurer of the Barony and is responsible for the handling of all SCA funds within the Barony as described by the Kingdom and Society Exchequer handbooks. Leads the Finance Committee and moderates the Finance Committee meetings. This is a Kingdom warranted position, which is required to send quarterly reports to a designated Kingdom Officer.

- (a) Oversee the Steward, the Librarian, and the Finance Committee Clerk.
- (b) Act as advisor to the June Faire Committee.
- (c) Attend regional Exchequer symposiums, as able, in order to stay up to date on changes to law and policy.
- (d) It is not a requirement that someone holding this Office have a degree or previous modern life job training in this type of position.

The Steward

A Deputy Officer position attached to the Exchequer, may be referred to as the Chamberlain in other branches or by Kingdom. The Steward is responsible for maintaining the Baronial inventory and storage unit. Additional duties include:

- a) Coordinating repairs and replacement of Baronial equipment.
- b) Assisting Event Stewards in coordinating items to go to and from the Storage unit to the event site. There is no default expectation that the Steward will transport the items.
- c) Coordinating with and supporting the Librarian.

The Librarian

A Deputy Officer position attached to the Exchequer that maintains the Baronial Library. The Librarian lends Baronial books out to SCA card members and may bring books to Social or Baronial events.

Finance Committee Clerk

Takes notes during the Finance Committee Meeting, compiles them into minutes, and presents the minutes to the Finance Committee for approval.

The Golden Dragon Pursuivant (Baronial Herald)

The Herald acts as the voice of the Crown and of the Crown's Representatives, the Coronet(s). The Dragon's Lair Baronial Herald uses the title of Golden Dragon Pursuivant. This is a Kingdom Warranted position, which is required to send quarterly reports to a designated Kingdom Officer.

- a) Provide heraldic services to the Barony including consultations, field heraldry, town cries, and court heraldry. The Baronial Herald is not required to be an expert in all areas but should know who to call upon to provide the services.

The Baronial Marshal

The Baronial Marshal is responsible for the conduct of Society-legal armored combat within the Barony. This is a Kingdom warranted position, which is required to send quarterly reports to a designated Kingdom Officer. Gathers the quarterly waivers from all appropriate marshal activities to be sent to the Kingdom Warrants Deputy. Duties and responsibilities are as described in the SCA Marshal's Handbook with the following additions:

- a) Supporting the Baronial Marshall Deputy Officers, which include the Chief Archer, the Equestrian Marshal, the Heavy Weapons Marshal, the Minister of Lists, the Rapier Marshal, the Siege Weapons Officer, the Thrown Weapons Officer, and the Youth Combat Officer.
 - i) Frequently, the Baronial Marshall also fulfills the duties of the Heavy Marshall, this is not required and can be filled by a Deputy.
- b) Submitting Kingdom reports for those Marshal Office roles not filled by a Deputy.
- c) Maintenance and inventory of the Baronial heavy combat loaner gear.

Baronial Marshal Deputies

The Baronial Marshal Deputies are the Chief Archer, the Heavy Marshal, the Minister of Lists, the Rapier Marshal, the Siege Weapons Officer, and the Thrown Weapons Officer. The Equestrian Marshall position has been moved to in abeyance due to lack of Baronial interest. If a deputy position is empty it is the responsibility of the Baronial Marshal to ensure that all associated tasks are completed.

The Deputy Marshal positions are not required in order to maintain Baronial status but are warranted through the Kingdom and do report to a designated Kingdom Officer quarterly.

The Chief Archer

The Chief Archer is responsible for the conduct of Society-legal target archery within the Barony. Duties and responsibilities are described in the An Tir Book of Target, the An Tir Book of Combat, and the SCA Marshal's Handbook. If archery via horseback occurs, the An Tir Book of Horse must also be consulted.

- (a) Run the weekly archery practice for both long and short range, coordinating with Baronial archery marshals to ensure appropriate coverage.
- (b) Maintain Baronial loaner gear in appropriate condition and supply annual inventory to Baronial Steward as requested.
- (c) Submit scores in a timely manner and by deadlines set by Kingdom and Society.
- (d) Make monthly reports at the Baronial business meeting and submit quarterly reports to the Kingdom Deputy Marshal for Archery.

The Heavy or Armored Marshall

The Heavy Marshall, also referred to Armored Combat, is responsible for the conduct of Society-legal heavy armor combat within the Barony. Duties and responsibilities are described in the An Tir Book of Combat, and the SCA Marshal's Handbook.

- a) Run the weekly heavy combat practice and make sure that all waivers are appropriately signed or find someone to run them for you.
- b) Assist in running Baronial tourneys, Championships, and potential Kingdom activities hosted by the Barony.
- c) Maintain Baronial loaner gear in appropriate condition and supply annual inventory to the Baronial Steward in January.
- d) Make monthly reports at the Baronial business meeting and submit quarterly reports to the Kingdom Deputy Marshal for Armored Combat.

The Minister of Lists

The Minister of Lists is responsible for running tournaments at Baronial events, which will include Baronial Championships and may include Crown Tourneys.

- a) At Tournaments:
 - i) Confirm that all combatants have fighter authorization cards.
 - ii) Arrange and record the pairing of fighters at tournaments and demonstrations.
 - iii) Compile a roster of fighters in their area with a note on the qualifications of each.
 - iv) See that combat waivers are brought to and used at all functions which might involve fighting (armored combat, combat archery, rapier combat, or youth armored combat).
 - v) Assist the Kingdom List Minister at Kingdom events as available, work in conjunction and cooperation with the marshals and heralds to ensure a smoothly run event.
- b) Maintain and stock the Lists box with appropriate forms as needed.
- c) Provide an inventory to the Baronial Steward annually, as requested.
- d) Make monthly reports at the Baronial business meeting and submit quarterly reports to the Kingdom Deputy Marshal for Lists.

The Rapier Marshall

The Rapier Marshall, is responsible for the conduct of Society-legal rapier and cut-and-thrust combat within the Barony. Duties and responsibilities are described in the An Tir Book of Rapier Combat, An Tir Book of Cut & Thrust Combat, and the SCA Marshalls' Handbook.

- e) Run the weekly rapier practice and make sure that appropriate Marshalls are present and all waivers are appropriately signed.
- f) Assist in running Baronial tourneys, Championships, and potential Kingdom activities hosted by the Barony.
- g) Maintain Baronial loaner gear in appropriate condition and supply annual inventory to the Baronial Steward in January.
- h) Make monthly reports at the Baronial business meeting and submit quarterly reports to the Kingdom Deputy Marshal for Rapier.

The Siege Officer

The Siege Officer is responsible for the safe development and use of Society-legal siege equipment within the Barony. They are also responsible to ensure crew are trained for Heavy Combat siege engine use and/or for the developing Target Siege program. This is a Kingdom warranted position which requires quarterly reporting. The duties and responsibilities are described in the An Tir Book of Combat, the An Tir Book of Target, the SCA Marshal's Handbook, and the SCA Siege Engines Handbook.

- a) Run practices and training sessions for both Combat and Target use of siege engines.
- b) Report scores for Target siege activities within the time range stipulated by the Kingdom
- c) Ensure that the Baronial siege engine is stored and maintained in good working order.
- d) Make monthly reports at the Baronial business meeting and submit quarterly reports to the Kingdom Deputy Marshal for Siege.

The Thrown Weapons Officer

The Thrown Weapons Officer is responsible for the conduct of Society-legal target thrown weapons within the Barony. This is a Kingdom warranted position which requires quarterly reporting. The duties and responsibilities are described in the An Tir Book of Target and the SCA Marshal's Handbook.

- a) Run the throwing range for weekly practice, as weather permits, as well as at Baronial events and Baronial hosted Kingdom events.
- b) Report scores within the time range stipulated by the Kingdom.
- c) Maintain loaner gear in appropriate condition and submit an inventory to the Steward annually as requested.
- d) Make monthly reports at the Baronial business meeting and submit quarterly reports to the Kingdom Deputy Marshal for Thrown Weapons.

The Youth Armored Combat Officer

The Youth Armored Combat Officer is responsible for the conduct of Society-legal youth armored combat as described in the Society and Kingdom YAC Manuals.

- a) Run YAC practices.
- b) Promote and support YAC activities at Baronial events and Baronial sponsored Kingdom Events.
- c) This includes maintenance and inventory of the Baronial YAC loaner gear.
- d) Make monthly reports at the Baronial business meeting and submit quarterly reports to the Kingdom Deputy Marshal for Youth Armored Combat.

The Minister of Arts and Sciences

The Minister of Arts and Sciences is a Kingdom warranted position responsible for reporting quarterly to the Kingdom Officer. They are also responsible for fostering the practice of period arts and sciences within the Barony, including participation in the Dragon's Lair Scholars Program. Duties include:

- a) Organize and support the annual Arts & Sciences presentation and Championships, Bardic presentations and Championships, and Scholars program presentations.
- b) Schedule and oversee A&S play days, which are typically held in April and late October/early November.
- c) Organize and support A&S and Bardic activities at other Baronial events and Socials.
- d) Recruit and support deputies to assist with tasks and projects as well as the Games Minister position.

The Games Minister

It is the responsibility of the Games Minister to promote, teach, and support the practice of playing medieval games and pastimes. Games Ministers are encouraged to host activities at Social and Baronial events and are supported if they choose to pursue hosting medieval game nights. Other duties include:

- a) Maintain, and inventory the Baronial game supply.
- b) Provide the updated inventory to the Steward in January.

The Chatelain(e)

The Chatelain(e) is a Kingdom warranted Officer position and is the primary point of contact for newcomers to the Barony. They submit quarterly reports to their Kingdom Officer. Chatelain(e)s may have multiple deputies. Other duties include:

- a) Setup and arrange for volunteers to be in the Chatelain(e) booth at June Faire.
- b) Maintain Gold Key including checking out and in items as well as repairs and replacements as needed. This task may be assigned to a deputy.

- c) Coordinating and scheduling demonstrations for schools, civic groups, and other interested organizations.

The Chronicler

The Chronicler is a Kingdom warranted Officer position but does not need to submit quarterly reports. They act as the recording secretary for the Branch, collating the Finance meeting notes, monthly officer reports, and Business meeting notes into, "The Flames," and then they work with the Webminister to publish them on the Branch website.

The Baronial Scribe

The Baronial Scribe assists the Coronets when the Coronets recognize worthy members of the Baronial populace. This position does not have a Kingdom warrant.

- a) Coordinate with the Coronets, prior to each Baronial event, the number and type of charters and scrolls that will be needed for the event and ensure that an adequate supply is available.
- b) Assist in networking for the creation of original scrolls for Baronial and Kingdom Orders and awards.
- c) Keeps a list of the active scribes in the Barony.

The Webminister

The Webminister position is Kingdom warranted. The Webminister's duties and responsibilities are described in the, "Society Webminister's Handbook." and also include

- a) Maintaining the Baronial website and ensuring all host and domain name fees are kept current.
- b) Supports the June Faire Committee PR Point-of-Contact and assists with or maintains any Kitsap Medieval Faire websites.
- c) Maintain the Baronial Calendar; this may be done by a Deputy.
- d) Maintains a master copy of accounts with administrative login capabilities related to Baronial business including but not limited to the Baronial e-list, Facebook, Twitter, or electronic store fronts.

Social Media Officer

The Social Media Officer is a deputy position attached to the Seneschal which is also warranted through the Kingdom, they do not do a quarterly Kingdom report. Duties are outlined in the Social Media Policy of the SCA.

- a) The SMO shall be one of two administrators from the Baronial Officers on all approved Social Media accounts which are considered official
- b) Shall coordinate with the Baronial Event Coordinators to advertise and promote Baronial Events.

Youth and Family Activities Officer

The Youth and Family Activities Officer is a deputy position attached to the Seneschal, this position is not warranted through the Kingdom. The Youth and Family Activities Officer is tasked with arranging opportunities for the education and entertainment of youth and families at Baronial and Baronial hosted Kingdom Events.

- a) Officers must pass a background check through the Society.
- b) Coordinate with other Officers, Guilds and Groups, and members of the Populace to provide family and youth friendly activities at Baronial events, including Social, in accordance with established Society and Kingdom policies.
- c) These activities may include activities related to the YAFA program but the Family Activities Officer is not required to be a YAFA mentor (Section 4.09).
- d) This Officer position is NOT a babysitting service. Activities will include age ranges with allowed participants and required parental presence.
- e) A guardian is required to be present at June Faire youth activities on the day of the public demo unless otherwise posted.

Appendix 2: Positions in Abeyance

Equestrian Deputy

The Equestrian Marshall Deputy is responsible for the conduct of Society-legal equestrian activities within the Barony. Duties and responsibilities are described in the An Tir Book of Horse, the Appendixes for the An Tir Book of Horse, and the SCA Equestrian Marshall's handbook.

Appendix 3: Guilds and Groups

Culinary and Spirit-makers

The Dragon's Laire Culinary and Spirit-makers Guild works to engage the interest and eventual research into SCA period food and food preparation including techniques, ingredients, and associated cultures.

- a) This is a Baronial guild not associated with the An Tir Culinary Guild.
- b) The Guild Minister or Mistress coordinates monthly meetings and the June Faire demo.
- c) The Guild has the custody and care of the Baronial Brazier, which may be used at other demos and at An Tir/West War.

- d) The Guild property including tables, pottery, and other tools should be inventoried annually and the list provided to the Steward.
- e) The Guild produces cookbooks for fundraising efforts which are maintained by the Guild Mistress/Minister or designated Guild member.

Scribal Guild

The Scribal Guild works to engage the Populace's interest and eventual research into period SCA scribal arts ranging from scroll design and layout to calligraphy, illumination, and gilding while exploring the cultures these techniques and designs came from.

- a) The Guild has custody of the original guild charter.
- b) The Guild has custody and care of the scribal loaner gear.
- c) Guild meetings are held at the discretion of the current Guild Mistress/Minister and the active members.

Research Corpus

The Research Corpus is a group formed of Populace members interested in researching different aspects of the SCA period and sharing that research with others.

- a) There is a structure to obtain 'ranks' within the group linked to presentations made at official events such as Research Corpus meetings at Yule or Candlemas Scholar's presentations.
- b) Group projects are conducted at the interest of the members.

In Abeyance

- a) Costumer's Guild: To provide aid and classes in pursuit of making garb within the SCA period.
- b) Textiles Group: To explore all aspects of textile creation from source material to cleaning, spinning, weaving, and dyeing.

Appendix 4: Regalia

To come.

Appendix 5: Baronial Zip Codes

The Barony of Dragon's Laire currently covers modern Kitsap County and a northern portion of Mason County. In previous years, the Barony has also held the portion of Pierce County from the Tacoma Narrows Bridge to the Kitsap County line, now held by the Barony of Blatha An Oir as well as Jefferson County, now part of Druim Doineann.

96615 - Armed Forces, Pacific region	98359 - Olalla
96661 - Armed Forces, Pacific region	98364 - Port Gamble
96662 - Armed Forces, Pacific region	98366 - Port Orchard
96698 - Armed Forces, Pacific region	98367 - Port Orchard
98061 - Rolling Bay	98370 - Poulsbo
98110 - Bainbridge	98378 - Retsil
98310 - Bremerton	98380 - Seabeck
98311 - Bremerton	98383 - Silverdale
98312 - Bremerton	98384 - South Colby
98314 - Bremerton Naval Base	98386 - Southworth
98315 - Silverdale	98392 - Suquamish
98322 - Burley Olalla	98393 - Tracyton
98337 - Gorst/Bremerton	98524 - Allyn
98340 - Hansville	98528 - Belfair
98342 - Indianola	98546 - Grapeview
98345 - Keyport	98588 - Tahuya
98346 - Kingston	98592 - Union
98353 - Manchester	

Article 6: Change log

April 2019

Reformatting and updating of the Customary is complete and ready for Populace review. The Appendixes may need further updating but that is their purpose.

Siege Marshall Deputy and description added

Equestrian Marshall Deputy description added

Rapier Marshall Deputy description added

October 2017

A Seneschal meeting was held at Collegium, changes to the format as well as additional policies and information to be included into a branch's Customary was presented. The Dragon's Laire Customary returned to draft form in order to be updated and reformatted. Information from the Officers, including job descriptions as well as Regalia listings, are sought.

June 2017

Version 3.0 was put on the Baronial webpage and copies were made available to the Populace for approval. Minor edits were suggested and a final copy was prepared to be sent to the Kingdom Seneschal.

October 2016 - February 2017

The Seneschal and Deputy began working to update the May 2011, version 2.0, Customary to current Society and Kingdom Policy. Once an initial rough draft was completed, a committee formed of the Seneschal, Deputy Seneschal, Exchequer, Coronets and 5 volunteers from the Populace to read through the draft and discuss and approve changes or make corrections as appropriate.