

Table of Contents

[Article I. Scope](#)

[Section 1.01](#)

[Section 1.02](#)

[Section 1.03](#)

[Article II. Definitions](#)

[Section 2.01](#)

[Article III. History](#)

[Section 3.01 Grete Boke](#)

[Section 3.02 Keystone dates and recognitions for the Barony](#)

[Article IV. Structure and Officers](#)

[Section 4.01 Structure](#)

[Section 4.02 Officer Warrants](#)

[Section 4.03 General Policy For All Officers](#)

[Section 4.04 Selecting New Officers](#)

[Section 4.05 Policy For Kingdom Warranted Officers](#)

[Section 4.06 Removal and Resignation Policy and Procedures](#)

[Section 4.07 The Coronet](#)

[Section 4.08 Officers](#)

[Section 4.09 YAFA Mentors](#)

[Section 4.10 Voluntary Projects and Tasks](#)

[Article V. Standing Committees](#)

[Section 5.01 The Financial Committee](#)

[Section 5.02 The Customary Committee](#)

[Section 5.03 The June Faire Event Team](#)

[Article VI. Meetings](#)

[Section 6.01 Financial Meeting](#)

[Section 6.02 The Business Meeting.](#)

[Section 6.03 Special Interest meetings](#)

[Article VII. Financial Matters](#)

[Section 7.01 Financial Policy is delineated in the Dragon's Lair Financial policy document, the most recent version is available on the Dragon's Lair website.](#)

[Article VIII. Events](#)

[Section 8.01 Traditional events](#)

[Section 8.02 Event Bid Procedure](#)

[Section 8.03 June Faire and its Bid Process](#)

[Section 8.04 Other Events](#)

[Section 8.05 Kingdom Events](#)

[Article IX. Virtual Meetings, Activities, and Events](#)

[Section 9.01 Virtual Meetings](#)

[Section 9.02 Virtual Activities](#)

[Section 9.03 Virtual Events and Ethereal Courts](#)

[Article X. Champions](#)

[Section 10.01 Expectations and Tasks](#)

[Section 10.02 Types](#)

[Article XI. Sergeants](#)

[Section 11.01 The Sergeants of Dragon's Laire](#)

[Section 11.02 Areas of Expertise as used in Dragon's Laire](#)

[Article XII Recommendations, Polling Orders, and Recognitions](#)

[Section 12.01 Recommendations](#)

[Section 12.02 Polling Orders](#)

[Article XIII. Guilds and Groups](#)

[Section 13.01 Guild Policies](#)

[Section 13.02 Baronial Guilds and Groups](#)

[Article XIV. Other Traditions](#)

[Section 14.01 Absent Friends](#)

[Section 14.02 Toasting at Feasts](#)

[Section 14.03 Populace Survey](#)

[Article XV. Dissolution](#)

[Article XVI. The Website, Email, and Social Media](#)

[Section 16.01 The Website](#)

[Section 16.03 Official Email, the Baronial Email list, and Google accounts](#)

[Section 16.04 Social Media](#)

[Section 16.05 Guidelines for Posting](#)

[Thanks](#)

[Appendices](#)

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 Coronet 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: 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, 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, the Seneschal, the Exchequer, the Baronial Marshal, the Arts & Sciences Minister, the Herald, the Chronicler, the Chatelaine, and the Webminister. 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 should include the Baronial website and may include Facebook but does not include the Baronial email 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 Coronet.

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 Coronet, 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, 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 is 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 Coronet.
- (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 Coronet.
 - (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 Coronet.
 - (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 the Coronet at separately arranged meetings, via email, or by telephone call.
 - (iv) Applicants may have a private interview with the Seneschal and the Coronet 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 Coronet 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 Coronet to decide the next step.
- (f) The Seneschal, acting with the advice and consent of the Coronet, has the authority to appoint interim Baronial Officers in cases including but not limited to sudden resignation, death, extreme negligence, or other emergent situations.
 - (i) In the case of Kingdom Warranted Officers, these interim Officers are recommended to the appropriate Kingdom Officer for approval.

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 this 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 Coronet.

Section 4.06 Removal and Resignation Policy and Procedures

- (a) The Seneschal, in consultation with the Coronet, may make a recommendation for the removal of an Officer.
 - (i) Kingdom Warranted Officers: The recommendation for removal must be sent to the superior Kingdom Officer who will make the final decision.
 - (ii) Baronial Officers: The superior Officer must be involved in the discussion of removal. This may be a Greater Officer or this may be the Seneschal.
- (b) Grounds for recommendation for dismissal include but are not 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 Coronet 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, Coronet, 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.
- (c) Any Officer may resign at any time by giving written notice to the Seneschal, the Coronet, 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 Coronet

The Coronet is the direct and appointed representative of the Crown for the Barony. It is the custom of Dragon's Lair to be ruled benevolently by a Coronet that listens to the consensus of the Populace.

- (a) The Coronet, 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 Coronet 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 Coronet serves 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 Coronet 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, the Seneschal, the Exchequer, the Arts & Sciences Minister, the Baronial Marshall, the Chatelaine, the Herald (known as the Golden Dragon Pursuivant), the Chronicler, and the Webminister.

After due consideration of need, the Barony has created Officer positions deemed required for smooth operation of the branch but not required to retain Baronial status. Overtime, many of these positions have become required Greater Offices. These Officers include the Baronial Scribe and the Baronial Champions.

Many Offices have deputies and the Barony has created persistent deputy officer positions to meet the needs of the Populace. These positions and their duties may return to the primary office, in consultation with the Seneschal and the Coronet, 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.
- (f) Seneschal: Contingency Deputy, Social Media Officer (SMO), and Family Activities and Events (FAE).

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 Coronet.
 - 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 Coronet, 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. The approved copy will then be sent to the Kingdom Seneschal for review and final approval.
- vi. Changes and edits may be requested at any Business meeting or in writing. These edits may be made immediately or may be held until the next annual review and update.
- vii. 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 Steward(s) and at least six (6) team members.
- b. The Seneschal, Coronet, 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 Lair 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 Coronet speaks 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 in order to be posted to the Baronial website.

Section 6.03 Special Interest meetings

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 Lair Financial policy document, the most recent version is available on the Dragon's Lair website.

- a. The Financial Policy should be reviewed annually or as needed to keep in policy with Society and Kingdom.
- b. The Barony of Dragon's Lair will maintain an annual budget as approved by the Financial Committee and Populace, to receive final approval at the January Finance Committee meeting.

Article VIII. Events

Section 8.01 Traditional events

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 every 2 to 3 years.

- 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 Coronet.
- 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 and are awarded at the Business Meeting. The bid may be approved prior to the budget receiving final approval.
 - 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, Coronet, 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 Marshal.
1. It is the Baronial Officers' responsibility to oversee their specific activity at events. If they decline or are unable to, they are required to approve the person who fulfills the role.
 2. For example, traditionally the Baronial Marshal would be MIC at June Faire, but if they are not a Senior Armored Combat Marshal, they cannot fill that role. Instead they should coordinate with the Event Steward to locate a person who meets the requirements for MIC and give their approval, preferably in writing.
- v. Budget
1. This portion of the event bid is presented to the Dragon's Lair Financial Committee for approval.
 2. Things to consider: Does the site require named, equestrian, or golf cart insurance? A banquet license?
 3. Event participants may not be offered a discount or waived site fee, exceptions to this policy are listed in the Baronial Finance Policy.
 4. 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.
- d. 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 Lair for participation in activities and demonstrations prior to opening up space for the greater region.

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 Lair 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 Lair 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 Lair bid a Kingdom level event every 2 to 3 years. 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.

Kingdom Event bids and budgets must be approved during the appropriate Dragon's Lair Meetings prior to the presentation of the bid to the Kingdom.

Article IX. Virtual Meetings, Activities, and Events

The Society Social Media Officer and Webminister have approved certain software for use by the SCA and that information is listed and updated in their approved handbooks. Any software for official meetings, activities, or events not on that list must be approved prior to use.

The Baronial Seneschal and the Webminister should be consulted when scheduling meetings and selecting the platform to use. Platform choice should be as accessible as possible and take into consideration the variable quality of internet in the region and access to hardware.

Access information should be posted to the Baronial website, including walkthroughs for logging in and any important setting changes as appropriate. If there are security concerns with posting logins and or passwords, a means of sharing that information, other than social media, must be provided.

Virtual meetings, activities, and events or allowing virtual streams at in-person meetings, activities, and events may allow for increased accessibility for members of the Populace and region who are not able to attend in person. As appropriate, recordings can also be made of those virtual meetings, activities, and events and can then be posted to the baronial YouTube or social media.

Virtual meetings, activities, and events promote connection within the Populace when in-person activities are not available and also continues to promote and encourage education and development of alternatives to increase access and inclusivity.

Section 9.01 Virtual Meetings

Any meetings, including the Baronial Business and Finance meetings may be conducted using virtual meeting software. The decision about moving Business and or Finance meetings to a virtual platform should be made by the moderator of the meeting in consultation with the Coronet.

Minutes and summaries should be collected as they would for in-person meetings and then posted as appropriate to the baronial website, email list, and or social media as deemed appropriate.

Additional meetings for guilds, groups, special projects, or Populace members just wishing to have a group chat are also allowed and encouraged in order to continue promoting education, fun, and connection.

Section 9.02 Virtual Activities

Activities that can be safely held, or recorded and shared virtually are encouraged. Virtual activities can not fully replace in-person and hands-on learning opportunities but are a means of continuing to provide education and share research and demonstrations. One benefit of virtual learning, especially from recordings, is the ability to pause, re-wind, and re-watch which may be beneficial.

Section 9.03 Virtual Events and Ethereal Courts

The Society and Kingdom may approve virtual events and Ethereal Courts for use due to modern circumstances. If a variance has not already been announced, the Seneschal should contact the Kingdom Seneschal, as early as possible, to begin the process.

Virtual events must be scheduled on the An Tir Kingdom Calendar and can not be shared or advertised until posted by the Calendar team. The Kingdom has developed a list of requirements for Ethereal Courts which should be reviewed during the planning process. Ethereal Courts may be recorded, live, or some combination as decided by the Coronet of Dragon's Laire to best meet their needs and coordinated with the Event Steward.

Virtual streaming of in-person Events and Courts is allowed but should be done in an unobtrusive manner and must be on the Calendar and any social media events as well as in the site handout.

Article X. Champions

Section 10.01 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 Coronet. A Champion traditionally serves for a year.

Marshal Champions are expected to coordinate the following year's Championship activities with the Correnets, 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 10.02 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 XI. Sergeants

Section 11.01 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 Coronet.
- d. Any tasks or duties, including their role in Court, are decided by the sitting Coronet.

Section 11.02 Areas of Expertise as used in Dragon's Lair

- 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 XII Recommendations, Polling Orders, and Recognitions

One of the privileges gained when the Shire of Dragon's Lair 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 12.01 Recommendations

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

Section 12.02 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 Lair 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 Coronet. 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 Coronet.
- 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 Lair. Current members of the Order recommend selected individuals for admission to the Coronet.

- 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.

Article XIII. 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 13.01 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 Coronet describing the conditions under which the decision has been made.

Section 13.02 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 XIV. Other Traditions

Section 14.01 Absent Friends

It is the custom within Dragon's Lair 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 Lair.

Section 14.02 Toasting at Feasts

It is the custom within Dragon's Lair, 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 Coronet of Dragon's Lair
 - iv. Any visiting dignitaries at the discretion of the Coronet
 - v. Any Kingdom or Dragon's Lair Champions at the discretion of the Coronet
 - vi. Absent Friends
 - vii. The Event Coordinator
 - viii. Those that have prepared the feast and served it
 - ix. The Barony of Dragon's Lair
 - x. The Kingdom of An Tir

Section 14.03 Populace Survey

In some matters that are considered of great importance to the Barony, a survey to assist the Coronet 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 Coronet and may be discussed at the next Business meeting.

Article XV. Dissolution

As prescribed in Corporate Policy and Kingdom Law.

Article XVI. The Website, Email, and Social Media

Dragon's Lair shall maintain a website as a source of information and resources for those interested in the SCA and the Populace. Email lists and social media sites may also be utilized for keeping the Populace connected; sharing announcements, news, and topics of interest; for recruitment of new participants; and for the promotion and accessibility of meetings, activities, and event information.

Section 16.01 The Website

The Barony of Dragon's Lair will maintain an official website in keeping with Society and Kingdom Law. It will be used to connect members of the Populace, recruit new members, and provide information and resources.

- a. The website is the official source for news and other announcements.
- b. A list of Officers and their contact emails are maintained.
- c. It also provides a list of current and previous Champions as well as those in the Baronial Orders.

Section 16.03 Official Email, the Baronial Email list, and Google accounts

- a. The Kingdom of An Tir provides a set of email addresses for the Dragon's Lair Officers for use, which are required. Deputy Officers who are not warranted through the Kingdom may request that an email contact funnel through their supervising Officer, for example, the Games Minister may request any emails be sent to the Minister of Arts & Sciences.
 - i. June Faire and other events may also have email addresses that forward from year to year. This is done to allow for consistency from year to year, JF_Merchants, for example, and also to prevent personal email addresses from being shared without the owner's knowledge.

- b. The Barony of Dragon's Laire maintains an email list through the Kingdom. The email list is intended to share news and announcements as well as monthly Officer reports. This is an opt-in system set up through the Webminister.
- c. Officer, event, or guild Google accounts, required for YouTube and optional for shared Google documents or drives, should be coordinated with the Webminister.
 - i. The Dragon's Laire Webminister email should be used as the back-up email address. In case of lost or hacked passwords and or personal emergency, someone outside of the immediate situation is able to provide access.
 - ii. For example, there is a shared Google Drive for June Faire which acts as to store files from previous years and provide access to new team members from year to year. It acts both as a means of access for team members spread throughout the Barony for collaboration but also as continuity from team to team.

Section 16.04 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. Social media accounts may be created with permission of the Seneschal and Coronet, including but not limited to Facebook, Instagram, and YouTube and following the guidelines as set forth by the Society and Kingdom Social Media Handbooks.
- b. Official Baronial announcements must be publically available and shall not require an account or password in order to be read.
- c. The Seneschal, the Social Media Officer, and an appropriate Baronial Officer will be administrators, or the equivalent, on all accounts.
- d. Login and password information for all official accounts will be saved by the Seneschal, Social Media Officer, and Webminister.

Section 16.05 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.

Statement of Ownership

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Thanks

Many thanks to the members of the Populace who have helped to create, edit, read, and update the various versions of the Customary. Records of who have been on the various Committees have been lost overtime but their contributions are still in use and valued today.

Appendices

Appendices are designed to be updated independently and are available for download separately.

Appendix 1: Officer Job Descriptions

Appendix 2: Guilds and Groups

Appendix 3: Recognitions and Awards

Appendix 4: Baronial Regalia

Appendix 5: Post Office Box and Official Address

Appendix 6: Baronial Zip codes

Appendix 7: Changes log