

What every Steward needs to know about Kingdom Officers

Contributed by [HL Vivien NicUldoon](#)

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This is a primer for Stewards to learn what the Kingdom officers do, need and provide at Kingdom events. The duties of the kingdom officers has changed and grown with the Kingdom, leaving a disconnect between what many people remember them doing 20, 10, even 5 years ago and what they do now. What follows are the current duties of the Kingdom officers at Kingdom events from 2012 Kingdom Law and the requests from the current officers to Kingdom Event Stewards. This is by no means a description of everything (or event most) of what Kingdom officers do. For the full description and duties of kingdom officers, refer to [An Tir Kingdom Law](#).



When in doubt about whether a particular office is involved with a particular activity on-site: Ask, don't assume.

Kingdom vs. Local Officers

Kingdom officers are responsible for overseeing local and principality officers. That means a lot of reports, paper work and making sure local officers have what they need to do their job. Kingdom officers, generally, do not do what local officers do. For example: A Baronial Marshal (Knight Marshal) is in charge of staffing marshals at their Baronies events, the Kingdom Marshal (Earl Marshal) is not in charge of staffing marshals at kingdom events.

Officers of State vs. Officers of Court

Officers of State are the officer's people generally think of when someone says "Kingdom Officer": Exchequer, Marshal, Web Minister, etc. Officers of Court are the current Kingdom Champions. This is important because Officers of State AND Court are [exempt from site fees](#) at all Crown and Kingdom events if they are performing the duties of their office. ([An Tir Kingdom Law, Article III.A](#))

Greater Officers

All of the greater officers are required to attend the four Crown events each year, and attend and report at Curia meetings. The site fee for the four Crown events is waived for these officers during their term of service by kingdom law.

- Kingdom Seneschal
- Black Lion Principal Herald
- Earl Marshal
- Minister of Arts and Sciences
- Chancellor of the Exchequer
- Kingdom Chronicler
- Kingdom Chirurgeon
- Kingdom Chatelaine
- Kingdom Minister of Family Activities
- Kingdom Scribe

Contacting a Kingdom Officer

The current kingdom officers and their emails are listed at <http://www.antir.sca.org/Offices/index.php>

Kingdom Seneschal

The Kingdom Seneschal is the chief administrative officer of the Kingdom and serves as the principal legal representative of the Society within the Kingdom. The kingdom seneschal has the ultimate responsibility for planning and carrying out Kingdom Level events.

Something to keep in mind is that Stewards are deputies of their local Seneschals who in turn report to their principality seneschal who reports to the Kingdom Seneschal. Escalation up that chain of command shouldn't be taken lightly, but it does exist if it becomes necessary. Stewards are not out there on their own without backup.

At a Crown event, the Seneschal will usually host a seneschals meeting and should be consulted during event planning about the time, duration and location of the meeting. The seneschals office has a [pavilion](#) that is often used for the meetings during the summer.

Kingdom Calendar (A deputy of the seneschal)

The calendar deputy maintains the [Kingdom calendar of events](#) and [Calendar Policy](#). This is the officer who the [Event Information Form \(EIF\)](#) is sent to and who grants access to an [events web page on the kingdom calendar](#).

Waiver Secretary (A deputy of the seneschal)

The waiver secretary is the person who must receive all the required waivers, rosters, and sign-in sheets for all events.

Kingdom Events Deputy (A deputy of the seneschal)

The kingdom events deputy is the kingdom resource for event-related administration and education. If there are questions about the policies and procedures of the Calendar, this is the person to ask.

The events deputy is also the person to talk to about preparing and submitting bids for Kingdom events. After a bid has been accepted for a kingdom event, the events deputy will work with Stewards to ensure that required paperwork is filed and that all laws and financials policies are being followed. In practice, that means the Steward sends monthly reports about the kingdom event to the Events Deputy and the Events Deputy is available to answer questions and help troubleshoot issues.

Black Lion Herald

By kingdom law, the Black Lion Herald is responsible for official announcements at Kingdom events. That does not mean they must do it themselves, rather that they must make sure someone is available to do the announcements.

The Black Lion Herald should be consulted early in planning for a couple of reasons: Firstly, communication and coordination of announcements. Town Cry and Field Heraldry may both be organized by the Black Lion Herald, but assuming that isn't good for anyone. Secondly, the herald often hosts a meeting of heralds at crown events and should be consulted during event planning about the time, duration and location of the meeting. The Black Lion Herald's office has a [pavilion](#) that is often used for the meetings during the summer.

The Herald's office actually has 2 [pavilions](#), the second is generally used for book heraldry consultations - and early communication from the Stewards should happen on that topic as well. At 12th Night, instead of a pavilion, there is traditionally a large heraldic consulting table instead. This requires at least two banquet tables, access to electrical outlets for laptops and internet access if at all possible for conflict checks.

Earl Marshal

The Earl Marshal generally has little to do with on-site marshalling at Crown Events. It is worth checking in with them instead of assuming, however, on-site marshalling is generally in the charge of the local marshal.

At a Crown event, the Earl Marshal will usually host a marshals meeting and should be consulted during event planning about the time, duration and location of the meeting.

Warlord of An Tir (A deputy of the Earl Marshal)

From a Stewards perspective, the warlord is interested in 2 particular events: Art of War and An Tir West War. For Art of War in particular, they are required by kingdom law to "assist and participate in the event".

Minister of the Lists (A deputy of the Earl Marshal)

The Minister of the Lists maintains a listing of all authorized fighters and marshals in the kingdom. They also organize and coordinate lists as directed by the Crown. In practice, that means the kingdom list mistress/master runs the lists for the crown tournaments, the kingdom champion and the rapier championship. They are not involved with or in charge of any other lists work at a kingdom event.

There is a lists office has a [pavilion](#) traditionally set up on the eric for crown events and used to run Kingdom lists out of.

Kingdom Equestrian Officer

If there will be equestrian activities at an event, the equestrian marshal in charge (EMIC) must be consulted about site requirements. The requirements for equestrian activities have a great impact on site selection and on the set up of the roads/drivable paths at the event. For kingdom events, the EMIC is either the Kingdom equestrian officer or their delegate.

An incomplete and changeable list of Equestrian activities at kingdom events

- The Kingdom Equestrian Championship is held at September Crown. It should be noted that the last several equestrian championships have had a format that required 20+ marshals and ground crew.
- May Crown often has equestrian activities
- July Coronation sometimes has equestrian activities
- The Riderless Horse Ceremony
- Mounted town cries
- Progresses, processions and ceremonies

Planning an event with equestrian activities adds a layer of complication to an event. Speak early and often with the EMIC. See the Equestrian section in the [Event Stewards Guide](#) for a guide to how to begin the conversation with the EMIC.

Minister of Arts and Sciences

The A & S activities that occur at Kingdom events are usually traditional activities organized by Guilds or special interest groups. Often there are also locally planned activities designed to showcase the local artisans. These activities should be handled by an A & S Coordinator on the event staff. The kingdom A& S officer needs to know about the activities, but is not responsible for planning or executing event A&S activities.

There is an Arts & Sciences [pavilion](#) and it has been used for a variety of A&S purposes at kingdom events. Contact the A&S officer to determine what it can be used for at your event and where it needs to be set up.

By Kingdom law, the Minister of Arts & Sciences organizes the Kingdom Arts and Sciences Tournament, with the assistance of the current Arts and Sciences Champion: Stewards for that event need to speak early and often with the A&S Minister.

Guild and Company Deputy (A deputy of the Minister of Arts and Sciences)

The Guild and Company Deputy administers the Guilds and Companies throughout the kingdom: This is the person to talk to during planning to make contact with any Guilds that might want to hold meetings at large events.

Bardic Deputy (A deputy of the Minister of Arts and Sciences)

By Kingdom law, the Bardic Deputy must organize the Kingdom Bardic Championship, with the assistance of the Kingdom Bardic Champion: Stewards for that event need to speak early and often with the Bardic Deputy.

Chancellor of the Exchequer

The Chancellor of the Exchequer generally won't require anything from the Steward at an event: their duties tend to be before and after events, not during. Keeping the Kingdom Exchequer happy is important, a little complicated and really requires an article all of its own. To start with, look at the [An Tir Exchequers](#) page and talk with your local Exchequer.

Kingdom Chronicler

Generally, a steward will not need to interact with the Kingdom Chronicler directly, but will interact with one of the deputies.

Crier Editor-In-Chief (A deputy of the Kingdom Chronicler)

The Crier Editor accepts submissions, publishes and distributes the Kingdom newsletter The Crier. For an event to be official, it must be published in the Crier and for directions in how to do that, see the [Crier Copy Checklist](#)

Kingdom Chiurgeon

The kingdom Chiurgeon will often also be the Chiurgeon in charge at a kingdom event. Contact the kingdom Chiurgeon early in planning to determine if:

1. The kingdom chiurgeon will be the Chiurgeon In Charge (CIC)
2. OR if the Kingdom Chiurgeon wants to delegate someone to be CIC
3. OR if the local Chiurgeon will be the CIC

The Kingdom Chiurgeon has requested the following from Stewards:

- Name, directions, and phone number to nearest emergency room from site.

- Name and phone number for area paramedic services
- 25' x 25' space on the erics for the Chiurgeon Point [pavilion](#). This space should be backed by a drivable road-space so that if emergency services are necessary, they can drive directly to chiurgeons point.
- At least 2 radios and extra batteries.
- A conversation prior to the event to determine what channel the staff will be on and what channel the chiurgeons will be on. Everyone who has a radio should be aware of what both channels are being used for.
- Mark the location of chiurgeons point on site copy.
- Access to potable water from Chiurgeons Point.
- If they are available, the chiurgeons like to have biohazard disposal capabilities on site. This is not required, but it does make their jobs easier.

Kingdom Minister of Family Activities

The Minister of Family Activities has the job of fostering age appropriate activities for families. Within the authority of their office, that can be direct or indirect depending on the holder of the office.

The Family Activities Minister has requested the below for each kingdom event

- Access to drinking water or coordination with the water bearers to keep a water jug filled
- Coordination with A&S staff or people responsible for teaching classes
- Publication of family schedule in gate handout/website
- Space for youth/teens to gather near court where they are within sight/sound of court, but far enough away that they can do quiet crafts and tell stories
- Space and advertising at the event for a youth bardic
- A budget of \$50 for prizes and printing
- Volunteers to help the youth/teens with the craft/skill classes: 2-4 people per 2 hour shift. The volunteers do not need a background check.
- Teachers to teach skill/craft classes to the youth/teens. The teachers do not need a background check.
- For outdoor events : space on or near the main erics for the family activities [pavilion](#) plus a 20'x20' play area
- For indoor events: coordination with hotel/site liaison for scavenger hunt locations