



Principality of the Summits

Event Policy

Office of the Principality Seneschal

This document supersedes previous versions of Summits Event Policy and takes effect on signing.

Introduction

Coronet and Championship level events provide the Royalty and Populace an opportunity to create pageantry and pomp to enhance our community. These types of events give us the ability show off the best of our game.

Coronet and Championship level events constitute the major source of income to the Principality, which it uses to fund its activities. These include, but are not limited to expenses of the Coronet, the Echoes, Royal Regalia, Royal Travel Fund and expenses incurred by Principality officers. A regular and predictable source of income is necessary in order to support the Coronet and Principality operational costs. Procedures regarding these events need to be based on Principality wide policies, which fairly, consistently and predictably produce income for the Principality.

The purpose of this policy is to set forth and clarify procedures regarding bid submission, event management and reporting of Principality level events.

This Summit's *Event Policy* is to serve as an addendum to the requirements set forth by the Society for Creative Anachronism, Inc. Financial Policy, Corpora and By Laws, An Tir Kingdom Law and Financial Policy, Principality of the Summits Law and Financial Policy. Where an issue or topic is not specifically defined in this document, refer to Kingdom Event Policy.

Publication of the Summit's *Event Policy* shall occur concurrent with the Administrative issue of Principality Law. Additionally, the most current version shall be available in electronic format on the official Principality of the Summits website. It is suggested that all branches maintain a copy of this document with their official document library.

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Article I. GENERAL

ARTICLE I.A Event Policy

- 1.) This Event Policy applies equally to all Branch level, Principality level, and Championship events as defined in Principality of the Summits Law.
- 2.) Coronet and Principality level events are:
 - a.) Spring Coronet Tournament Vernal Equinox
 - b.) Summer Investiture Summer Solstice
 - c.) September Coronet Tournament 3rd weekend of September
 - d.) Winter Investiture Two weeks prior to Winter Solstice
 - e.) Alpine Scholar and Summits Bard Between Winter Investiture and Spring Coronet

ARTICLE I.B Definition of Principality events

- 1.) Principality Championship events are defined as those hosting the following Championships:
 - a.) Captain of Eagles (to be held between May and August)
 - b.) Outrider of the Summits (to be held between May and August)

ARTICLE I.C Authority for Coronet and Principality Events

- 1.) The Principality Seneschal has ultimate authority and responsibility for Principality level events, as defined by the SCA's governing documents and Principality Law. The office of the Principality Seneschal may choose to delegate the day-to-day responsibility for overseeing its interest in Principality level events to a designated representative.

Article II. BRANCH EVENTS

ARTICLE II.A Scheduling

- 1.) Branch Events must be scheduled on the Principality Calendar through the Summits Calendar Deputy, who will communicate directly to Kingdom Calendar. Branch Events must be on the kingdom calendar and event copy must be published in the Crier for official business to occur at the event.

- 2.) The Branch Reserved Weekends Calendar reserves specified weekends for specified branches throughout the year to reduce conflict. (2 weekends reserved for Shires/Cantons; 3 weekends reserved for Baronies)
- 3.) All other weekends will be considered available to groups on a first-come-first served basis. Branches should contact the Summits Calendar Deputy for availability.

ARTICLE II.B Geographic Restrictions on Branch Competitions.

- 1.) No branch within the Summits may restrict entrance to an officially sponsored tournament, based on geographic residency requirements, other than a requirement for residency within the Principality or the local branch.
- 2.) All tournaments sponsored by, or with prizes supplied by a branch of the Summits, shall not be limited by any further residency restrictions. Shire and baronial defender tournaments may limit competition to members that reside within the boundaries of the branch in question.
- 3.) Tournaments that restrict access to allow entrance only to local branch residents will be known as "Closed". Tournaments that are "Open" will have no geographic restrictions on them, other than an option of limiting entrance to residents of the Principality. A branch may not sponsor a "Semi-Open" tournament in which participants from only some branches may compete.
- 4.) This does not affect any other requirements that a branch may choose to impose on any of its competitions (e.g. Age, Rank, Gender, Weapon style, etc.) Nor does this law apply to tournaments sponsored by private citizens of the Summits.
- 5.) **Requirement for Notification:** The determination of whether or not a branch sponsored defender tournament will be open or closed is left up to each individual branch. However, in all advertisements and official announcements concerning the event and tournament, it must be clearly designated as an "Open" or "Closed" tournament. If no such designation is made, it will be assumed that the tournament is Open to all entrants from the Summits. "Advertisements" include Echoes and Crier event copy, as well the site copy, fliers, etc.

ARTICLE II.C Required Paperwork

- 1.) Branches holding Events must complete both of the following reservation forms:
 - Date Reservation Form (DRF)
 - Event Information Form (EIF)

- 2.) Completed forms must be sent to the Principality Calendar Deputy, who will communicate directly to Kingdom Calendar. The DRF and EIF must both be received by the Principality Calendar Deputy no later than the 15th day of the month three (3) months prior to your event.

ARTICLE II.D Publication

- 1.) Branch Events must be published in The Crier and in Echoes in order to be considered “official” for Principality business.
- 2.) Branch Event Copy must be published in The Crier. The current Crier requirement is that event copy must be received by the Crier Copy Editor by the 15th day of the month two months prior to your event. Therefore, for example, a branch holding an event in May would need to have an event copy submission to The Crier by March 15th at the latest for publication in the May’s edition of The Crier.
- 3.) Event copy may be published in earlier editions if submitted earlier than the deadline. If an event is begin held at the beginning of May (in the example above), it should also be published in the April Crier, and therefore event copy should be submitted by February 15th.
- 4.) Event copy will not be published in the Crier until the DRF and EIF have been received by Kingdom.
- 5.) Branch Event Copy must be published in Echoes. The Echoes deadline for submissions and changes is the 20th of the month prior to publication.
- 6.) Therefore, for example, a branch holding an event in May would need to have an event copy submission to Echoes by April 20th at the latest for publication in the May’s edition of Echoes. Event copy may be published in earlier editions if submitted earlier than the deadline.
- 7.) 2. It is the responsibility of the Summits Calendar Deputy to communicate with the Kingdom and Principality officers who maintain the calendar listings in these publications and on the internet.
- 8.) 3. It is the responsibility of the Branch Seneschal and Autocrat/Event Steward to submit the complete event copy for their branch’s event.

Article III. CORONET AND PRINCIPALITY EVENTS

ARTICLE III.A Sponsoring Branch

- 1.) The hosting of a Coronet event will rotate between all of the branches of the Summits based on alphabetical order. As of 2017, this alphabetical rotation will include the Arts & Sciences & Bardic Championship event. Refer to the current

version of the Principality of the Summits Financial Policy for further Event guidelines.

- 2.) Any Society branch in good standing, within the boundaries of the Principality of the Summits, may choose to enter or leave the rotation to host a Principality Championship Event. During odd numbered years, the Branch must discuss and approve the entering or leaving the rotation. This discussion and vote must be reflected in the business meeting minutes. The Branch Seneschal then needs to declare the intentions to enter or leave the rotation at the Winter Moot on odd numbered years.
- 3.) The hosting branch agrees to be governed by this policy document and all applicable modern, society and kingdom laws. It also signals an agreement to the fiscal responsibilities inherent in the management of the event budget as proposed in the event bid.
- 4.) The sponsoring branch recognizes that it is responsible for ensuring the success of the event and agrees that it will notify the Office of the Principality Seneschal immediately if it feels that anything threatens that success, i.e. loss of site, contract issues etc.

ARTICLE III.B Event Steward

- 1.) The proposed event steward shall be a member in good standing with the Society of Creative Anachronism and must maintain their membership until the close of the event. This will provide an additional level of insurance coverage under the SCA's Officers and Directors policy.
- 2.) The Event Stewards must have access (either directly or through a deputy) to the Internet and email, as a large portion of communication with Principality and the populace is accomplished in this medium.
- 3.) The proposed event steward shall be selected and confirmed by the sponsoring branch as an acceptable representative of the branch. The Council of the Exchequer shall confirm the acceptability of the proposed event steward when they accept the Event Bid. Previous experience with event management shall be considered valid criteria when reviewing the qualifications of a proposed event steward.
- 4.) Should the proposed event steward lack sufficient experience, the Principality Seneschal may require the sponsoring branch to supply a consulting event steward. The proposed consulting event steward shall be subject to the same requirements as the proposed event steward.
- 5.) The event steward must agree to have their name, phone number and address published in the appropriate corporate publications and on the web as

necessary. The event steward must further agree to be available to promptly answer questions from the populace as a result of the publication of this information. The responsibility to answer questions from the public may be partially delegated to a staff member if necessary.

- 6.) Should any circumstance occur that renders the event steward unable to complete the successful managing of the event, the event steward agrees to notify the sponsoring branch seneschal and the office of the Principality Seneschal immediately?
- 7.) The acceptance of an event bid verifies that event steward's agreement to be governed by this policy document and all applicable modern, society, Kingdom, and Principality Laws. It also signals an agreement to the fiscal responsibilities inherent in the management of the event budget as proposed in the event bid.

ARTICLE III.C Event budget and bid process

- 1.) The proposed event steward and the sponsoring branch shall complete the official Event Budget and Narrative form in its entirety. Assistance in completing the form is available through the Office of the Principality Seneschal. The branch is encouraged, but not required to submit additional media with their Event Bid such as photographs, diagrams or video of the site, the SCA and modern resume of the proposed event steward or any other item that will enhance the attractiveness of their Event Bid.
- 2.) Event budgets and narratives must be submitted for approval by the Financial Committee according to the schedule in the Summit Financial Policy.
- 3.) No contracts for site or venue may be signed by the branch Seneschal until there is a budget and event narrative approved by the Financial Committee.

ARTICLE III.D Reporting

- 1.) Event Stewards and reigning Champions are required to report, in writing to the Principality Seneschal and Principality Exchequer, or their designated deputies at twelve, six, three, and one months prior to the Coronet or Principality Championship event. The purpose of this reporting is not to place an onerous burden on the Event Steward, but to ensure that the Principality officers with ultimate responsibility for the event are kept informed of all relevant decisions, problems or actions.
- 2.) If the Event Steward is already reporting monthly to the sponsoring branch, a copy of this report will likely be sufficient. Event Stewards that fail to report monthly, and fail to respond to requests for their report will trigger a discussion about their suitability as Event Steward, and may have their warrant revoked.

- 3.) Event Stewards should make an effort to write reports that are as comprehensive as possible. At minimum, the report should include a status of the event to date, any changes, additions or deletions, requests for additional finances or information, any problems encountered and a comparison of budget to actual expenses to date. Monthly reports will be accepted by email or regular postal mail, with email being the preferred medium. The Principality Event Deputy will respond that the report has been received.
- 4.) Event Stewards are required to report in person at each Curia meeting held at Coronet events after their event bid has been selected and until the final event report has been accepted. If the event steward is unable to attend the Coronet event or the Curia meeting, arrangements may be made in advance with the office of the Principality Seneschal to either submit a written report or to send a fully informed deputy in their place.
- 5.) In case of urgent issues, the Event Steward is required to contact the Principality Seneschal immediately by whatever means necessary. Contact information is located in the Crier.
- 6.) All final reports for Coronet and Championship Events must be sent to the Principality Exchequer within 60 days after the close of the event. The Principality Exchequer will send a receipt notifying it has been timely received.
- 7.) If the Principality event is hosting a Championship, the current Champion will report to their Highnesses and to the Principality Seneschal six months, four months, and one month prior to the event. This report will contain the format of the Championship tournament, any venue requirements, and any other pertinent information.

ARTICLE III.E Finances

- 1.) Finances for Coronet and Championship Events are subject to Summit's Financial Policy.
- 2.) Once approved as part of an event bid, the budget is binding upon the event steward. The event steward may exceed the budget by up to 10% on their own authority but must be prepared to show why the extra expenses were justified to the Council of the Exchequer. Expenses that exceed the budget by 10% must secure prior approval by the Council of the Exchequer.
- 3.) The sponsoring branch may provide funds for events they sponsor. In the event that the branch is unable to do so, they may request financial assistance from the Principality. Funds transferred from the Principality or from another branch are to be treated as a loan that is to be returned to the loaning branch, not as

- income. Funding should not be considered an impediment to submitting a bid, when experience and enthusiasm exist.
- 4.) Profit share will follow the guidelines found in Summits Law and Financial Policy.
 - 5.) If it is the wish of the host group, they may donate some portion of their share to the Principality.
 - 6.) Permanent improvements to the event site, such as the water supply or road improvements are not an allowable expense.

ARTICLE III.F Scheduling

- 1.) The branches of The Summits host the Coronet Events (Coronet Tourneys and Investitures) according to an alphabetical rotation. Summits Championships take place at designated Summits events per Principality Law and according to the established rotation.
- 2.) As stated in Principality Law, certain weekends are reserved for the Principality Events.
- 3.) All Principality Events must follow the same requirements for Branch Events.
- 4.) (Section I. above)

ARTICLE III.G Required Paperwork

- 1.) All Principality Events must follow the same requirements for Branch Events.
- 2.) (Section I. above)

ARTICLE III.H Publication

- 1.) All Principality Events must follow the same requirements for Branch Events.
- 2.) (Section I. above)

ARTICLE III.I Event Agenda

- 1.) Their Alpine Highnesses will be consulted by the Autocrat/Event Steward in determining the agenda and other specific information for the event's activities, especially in order to be included in event copy. Information should also be sought from the Principality Champions if the competition for their successors will be occurring at the event.
- 2.) For Coronet Events, the Principality Curia and Moot [business meeting] will occur on the Sunday morning of a multi-day event weekend. Principality Curia and Moot can be scheduled on the Saturday of a one-day Principality level event.

ARTICLE III.J Planning Update

- 1.) Per Principality Law, reports on the planning of Principality Events are required at Moots during the 12-month period prior to the Principality Event.