



Principality of the Summits

Coronet and Championship Event Policy

Office of the Principality Seneschal

INTRODUCTION

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 Level events. 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 Coronet and Principality Championship events.

This Summit's Coronet and Championship 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 Coronet and Championship 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.

1. GENERAL

This Event Policy applies equally to all Coronet and Championship events as defined in Principality of the Summits Law.

Coronet events are:

Spring Coronet Tournament	Vernal Equinox
Summer Investiture	Summer Solstice
Spring Coronet Tournament	3rd weekend of September
Winter Investiture	Two weeks prior to Winter Solstice

Championship events are defined as those hosting the following Championships:

- Captain of Eagles
- Summits Bard
- Outrider of the Summits

The Principality Seneschal has ultimate authority and responsibility for Coronet and Championship 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 Coronet and Championship events to a designated representative.

2. SPONSORING BRANCH

The hosting of a Coronet event will rotate between all of the branches of the Summits based on alphabetical order. Refer to the current version of the Principality of the Summits Financial Policy for further Event guidelines.

Any Society branch in good standing, within the boundaries of the Principality of the Summits, may bid on any Championship Event. The acceptance of an event bid signals that the sponsoring 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.

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.

3. EVENT STEWARD

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.

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.

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.

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.

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.

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?

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.

4. BID

The Office of the Seneschal shall announce that it is accepting bids for the Championship events. A deadline for submitting bids should be no shorter than two months from the announcement.

The proposed event steward and the sponsoring branch shall complete the official Championship Event Bid form in its entirety including the new event budget form which is attached to the bid form. 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. Branches may make a brief presentation of their bid to the council of the Exchequer. This should be scheduled at an event where the entire Council will be present or via video teleconferencing.

Event Bids that are not complete shall be returned to the sponsoring branch without further consideration until the form has been resubmitted.

Copies of the completed Event Bids should be sent to each member of the Council of the Exchequer, which consists of the Prince and Princess of the Summits, their Heirs, the Seneschal, and the Exchequer.

Bids should be received by September Coronet to be considered for the following year. The announcement of the award will take place one month later in an online Coronet Council. The winning bids should be prepared to attend Winter Investiture Moot and Curia to report on the progress of event planning.

5. BID REVIEW

The Council of the Exchequer will review bids for Championship events. Official decisions by the Council of the Exchequer require approval by all members of the Council in accordance with Principality Financial Policy. Bid review and discussion may be accomplished via phone, email or face-to-face conversation.

Seasonal changes in weather and travel conditions shall be valid considerations in reviewing all bids. An effort will be made to locate events fairly throughout the Principality of the Summits. Once a bid has been selected, the office of the Principality Seneschal will notify, as soon as possible, all branches involved in the process with that decision.

6. REPORTING

Event Stewards are required to report not less than monthly, in writing to the Principality Seneschal and Principality Exchequer, or their designated deputies. 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.

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.

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.

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.

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.

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. FINANCES

Finances for Coronet and Championship Events are subject to Summit's Financial Policy.

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.

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.

Profit share will follow the guidelines found in Summits Law and Financial Policy.

If it is the wish of the host group, they may donate some portion of their share to the Principality.

Permanent improvements to the event site, such as the water supply or road improvements are not an allowable expense.

William Geoffrey

Prince of the Summits

Quana de Wintonborn

Princess of the Summits

Suvia filia Heroberti

Seneschal of the Summits