



## Office of the Baronial Lists

**Role:** The Lists officer is a deputy to the Knight Marshal and is responsible for coordinating the running of lists at all fighting events (heavy and rapier tournaments, war, also boffer tournaments if so inclined). This does not mean you would always be expected to do the lists yourself, but you would be expected to perform the task or find a deputy to do so, if asked in advance by an event steward or marshal-in-charge. Because the Lists officer must sight fighter and marshal authorisation cards and handle the associated paperwork, they may also be asked to act as Constable at Large.

**Requirements:** Being an officer is not just fun, it is a service to your group in the SCA.

There are certain requirements and regulations that you must abide by, to keep our King & Queen / Baron & Baroness and the one up officers informed about what is occurring throughout Lochac.

As an officer, you are required to have a current SCAA membership, to be at least 18 years of age.

To be warranted (2 years, with a maximum of 4 years in exceptional circumstances).

To send QUARTERLY reports to the one up officer by the date required

Follow the proper process for appointing your replacement, and conduct a good handover.

If you do not comply with the above, you can be suspended from your Office.

In turn, this could put your group in abeyance, so as an Officer, you are responsible for ensuring you do the above. As a Local Officer, it is recommended you ask the Kingdom Officer for help if you need it.

Advertise for a successor 18 months after you take over. This gives you six months to find one.

Have other deputies as required to help you with your duties – preferably a drop-dead deputy too.

A willingness to learn how to handle different tournament formats and styles.

The Lists officer should be familiar with the relevant rules governing the checking of authorisations, whether established via an authorisation card or a completed still-current copy of an authorisation form.

**Workload:** Handling lists, filing reports, handling paperwork as required by the Kingdom Lists Officer and attending Baronial Council meetings (about 2-4 hours a month in total).

Maintain a Lists folder containing pre-prepared forms for running round robins and other useful paperwork such as sign-in forms, spare authorisation forms etc.

**Reporting Channel:** The Lists Officer is a deputy to the Knight Marshall and reports to the sends a monthly written report to the Barony's Seneschal. Officer Reports must be made *prior* to the second Thursday of every month to ensure inclusion in the Baronial Agendum.

Quarterly reports are made to the Kingdom Earl Marshall and copied to the Baronial Seneschal and B&B. They must be made before the 15<sup>th</sup> day of the months of February, May, August, and November.

**Resources:** The Baronial Knight Marshall and Kingdom Keeper of the Lists

Lists reporting page (for reporting tournament results): <http://lochac.sca.org/lists/report.php3>

Current tournament results: <http://lochac.sca.org/lists/listkeeperreports.htm>