

The Society for Creative Anachronism
Calontir Marshal Training Requirements



Edited and resubmitted this day, 7 August 2013
Madoc Ap Llewellyn
Kingdom Equestrian Officer of Calontir

Forward

The Equestrian Handbook tells you a lot of things, but it does not explain the requirements of becoming Equestrian Marshal. The SCA's SEO office now has a definite required sequence that everyone interested in becoming an Equestrian Marshal must follow. These rules were put in to place to prevent "instant" marshals so that candidates could be carefully reviewed before they became full equestrian marshals.

Marshal Training Requirements

Becoming an SCA Equestrian Marshal is not as easy as showing up and saying you want to be a Marshal. Because of the nature of our activity there are a number of steps involved which must be supervised by either a PEM or EM in good standing with the Kingdom. Being an Equestrian Marshal is hard work and requires a good knowledge base about horses, horsemanship, riding, games, and the SCA's rules and regulations. Now that the SCA has placed the onus on the rider to show to the marshals that they can ride to the level of competency they claim they have, people skills are the key component of being a marshal. You must demonstrate your knowledge and skills in all these areas in a defined sequence in order to be approved. Here are the steps and skills required:

- 1) Safety – Know the Risks
- 2) Fair Witness – Know the Handbooks, Rules, and Procedures
- 3) Showmanship – Know the Activities
- 4) Conduct Inspections
- 5) Be Observed by Other Marshals
- 6) Become Authorized
- 7) Maintain Your Marshal Status
- 8) **Understand the Formal Complaint System**

How to Get Started – Step 1 – Become an Experienced, Well-Known Rider

To become a Marshal in Training (MiT) you must be well known to the Calontir equestrian community. You should be able to demonstrate that you are a team player; you respect the rules, procedures and personnel that are already in place in the Kingdom's equestrian program. An ideal candidate will have spent at least two years in the program, competed successfully (i.e. you did not show-up and walk your horse in to the arena and then leave because you thought it was a bad day) in a minimum of four in-Kingdom events. You will have displayed that you can **follow the rules and respect the authority of the Marshals.**

Candidates will also have to hold a games authorization, other authorizations like a crest combat authorization would be a plus prior to becoming a MiT candidate.

Because of the major shift in the SCA wide equestrian rules, “People skills” are now a major factor in becoming a Marshal. Candidates must be able to demonstrate that they can deal with people and situations in a calm and professional manner. The role of the Equestrian Marshals is now to primarily be “ring judges/ safety cops”. As a Marshal you may have to “eject” a rider from the arena, but you must always behave in a professional and respectful manner. You will also be working with people that think they know better than you about horses and/or SCA equestrian activities, or possibly someone who knows nothing about horses but insist they can hold an event, ride like a pro, etc. Such people will test your patience. There is a right way to take care of situations like this and many wrong ways. Each “problem” will test your character. Because people skills are so important, MiT candidates in Calontir are required to have two Equestrian Marshals (one of which must be your sponsoring marshal) to testify that the candidate has demonstrated good people and horse skills prior to becoming a MiT. If the candidate is from a group with Equestrian Marshals, one of the signing Marshals must be from the home group.

Marshal in Training (MiT)

Once you have become an approved MiT candidate you are required keep track of your training in a logbook. Your logbook must be up to date and signed by your sponsoring Marshal. During events and practices, you will be questioned about rules, safety aspects, games set-up and design, weapons standards and inspections, ring management, and infraction arbitration. Completing the MiT training program includes but is not limited to: helping to run an equestrian event, observing the authorization process and commenting on same, and acting as a ring steward and assisting the Marshal-in-Charge when needed. You will be asked to help with all of these aspects of marshalling until your sponsoring Marshal is satisfied that you have the necessary skills and knowledge.

The final approval phase consists of running parts of an Equestrian event with the MiC’s assistance; you will act as the MiC for parts of the event. You may have to do this for multiple events. You will then be required to design and run an Equestrian event as the EqMiC. Both of your signing Marshals and the KEO (or his appointed representative) will evaluate your performance. If they approve of the job you did, you then become a Probationary Equestrian Marshal.

MiT Log Book

Sponsoring Equestrian Marshal

Name: _____ Signature: _____ Date: _____

Secondary Equestrian Marshal

Name: _____ Signature: _____ Date: _____

MiT Checklist/Logbook				
Requirement	Event	Date	Marshal's Signature	Other
Competition One				-
Competition Two				-
Competition Three				-
Competition Four				
Crest Authorization				
Knows the Rules as they pertain to a Marshal's duties				
Knows the rules as they pertain to the riders.				
Knows the standard games rules.				
Knows how to arbitrate a rules infraction.				
Knows the process for authorizations for general riders, games riders and crests.				

Competent as an Assistant Marshal				-
Competent as Assistant MiC				-
Competent as an MiC with minimal supervision.				-
MiC Confirmantion Event				-

* The sponsoring Marshal will determine if the candidate has met what he/she feels is a competency level for each step in the process. If the candidate has met the competency level, then and only then can the EqM sponsor sign-off on this worksheet. **This is not subject to debate or appeal.**

Probationary Equestrian Marshal (PEM)

Once you complete the MiT program you become a Probationary Equestrian Marshal. This will allow you to do authorizations for general riders, games riders and crests. You will also be allowed to run official demos, practices and events as the MiC. PEMs cannot sponsor MiTs or warrant them without first obtaining permission from the KEO. PEMs (and EMs) are required to send in reports for all of these activities on the following schedule:

Report Type	When is it due?	Forms Required
Authorizations	No later than 2 weeks after the authorization was completed.	Send a copy of the filled out and signed authorization form to the KEO.
Accidents	Verbal – Phone Call with 24 hours of the accident Written /E-mail within 72 hours of the accident	See SCA Equestrian Marshals handbook for definition and description requirements.
Incident	The same as accidents	The same as accidents
Events/Demos	No later than two weeks after the event was completed.*	Event Report (See Appendix) Copy of all equestrian authorizations Copy of the SCA Insurance
Quarterly Report	Due on Jan 15, May 15, August (After the War but before the 28 th), Nov 15 th .	Quarterly Report (See Appendix)
* If you hold an event/demo after Pennsic but before the 28 th of August– You will need to submit the event report no later than the 28 th of August.		

As a PEM a missed report will result in an automatic suspension of your warrant. During this time your performance as a PEM will be evaluated by the KEM/DKEM and may include interviewing participants of your official activities. Probation will last a year or until you organize, run and MiC an official event/demo, whichever is longer.

Equestrian Marshal

EMs can sponsor and warrant MiTs. EMs are responsible for all training aspects of MiTs up to and including signing their warrants so they may become PEMs. Missed reports result in a warning and automatic probation. Missed reports must be submitted whether you meet the deadline or not. Missing a report while on probation will result in suspension of your warrant and removing you from your marshal's post.

EM with Specials

All EMs are expected (but not required) to hold an additional authorization clearance in one or more of the following: Mounted Combat, Bareback, Driving and/or Jousting. Once you have completed the Special authorization in one of these specializations, you may authorize riders for those areas. Once you have established a proven track record in your area of expertise you may be upgraded to train PEMs and EMs as specials marshals and to hold authorization clearance clinics.

Appendix 1 - Event Report Requirements

An event report must be filed after any event or demo that uses the SCA Equestrian Insurance. Event reports are due no later than 14 days after the close of the event/demo.

Event Report

This must include time, date, place (full address) , a brief description of what took place, the name of the MiC, names of assisting marshals, MiTs, a roster of the riders, and horses that were present and participated. If there were minors competing please indicate this with an "M" after their name. If there were rental horses present please indicate this with an "R" after their name.

Marshal/Rider/Groundsman/Horse Roster

Game Results

Game	Winner	Runner-up

Insurance Form

A photocopy of the Insurance form used for the event must be included.

Accident Report (SCA Wide)

As per the SCA Equestrian Handbook , if you have an accident you must fill out and send a form and a verbal report per the SCA rules (See SCA Equestrian's Handbook for conditions for report and required format.) This may be sent ahead of the final event report.

Incident Report (SCA Wide)

As per the SCA Equestrian Handbook , if you have an incident you must fill out and send a form and a verbal report per the SCA rules (See SCA Equestrian's Handbook for conditions for report and required format.) This may be sent ahead of the final event report.

Incident Report - Calontir

If you have a problem that involves a rider or a horse the KEO needs to know the particulars. An Calontir incident falls in to the following categories:

Riders

Unwilling to follow instructions from the MiC.

Refusing to acknowledge the Marshal's authority.

Riding beyond their ability level and refusing to either adjust or dismount.

Abuse of horse(s)

Faking authorization in order to participate

Dangerous behavior (Smoking in equestrian/stables area, riding under the influence, etc.)

Heckling another rider and refusing to stop when asked

Horses

Wild or unmanageable

Dangerous or out-of-control during games (especially mounted contact games)

Hosting an Official Event/Demo

Hosting an official event requires that you have the following things: A sponsoring group, insurance, and an EM or PEM to act as the Marshal in Charge. The Marshal in Charge is the person who organizes and runs the equestrian aspects of an SCA event. The MiC is the person who will also be responsible for checking all the paperwork (equestrian) and filling out all the required reports. When it comes to all things Equestrian, the MiC's word is final for the day of the event. While it is possible to be both the MiC and the Autocrat at an event this practice is strongly discouraged because your first and foremost duty is looking after the horses and the equestrians present.

Event Guidelines

Marshals

Attempt to have at least two Marshals at the event if possible. If the only other Marshal you can get to help assist is from Out-of-Kingdom please include this in your report.

Ring/Games Stewards

You will need at least a scorekeeper and reset person on your grounds crew, but the more grounds crew the better. To determine the number of grounds crew you will need, take your gaming sequence and decide how many people you will need to cover resetting the course between passes and multiply it by two. You can get by with less; it just may not be pleasant for everyone involved. Please remember that nothing gets done without these key people. Be sure to acknowledge their participation in the event.

Riders

All riders are responsible for their own tack and mounts. Riders are responsible for riding their horses in a manner that is clearly in control without endangering themselves or the people around them. As a Marshal you are responsible to make sure that the following occurs during the event:

- 1) All weapons and armour are inspected and meet the Kingdom requirements. All weapons and armour are to meet these requirements regardless of the rider's Kingdom of origin. If there is no specific Kingdom requirement then SCA specifications must be used.
- 2) Riders are authorized and riding in control. Check their authorization cards.
- 3) Riders are wearing SCA garb while participating. Exceptions will be made for modern riding gear (As per SCA requirements), sunglasses, and modern riding helmets. No other modern apparel (except for riding pants and half/full chaps) will be allowed in to the ring.
- 4) The SCA is based on nobility and courtesy. No one is allowed to heckle or otherwise make fun of or put pressure on riders while they are participating in the games. Participants that do this will be warned. After one warning they will be ejected from the games. Continued warnings will result in the offending party's authorization being pulled. Failure to stop heckling when warned counts as an incident and an appropriate report must be filled out.

Spectators

Please be aware that not everyone in the SCA knows how horses behave. It is a good idea to inform the crowd about the peculiarities of horses either in the event announcement, a handout at the event or before the games start.

Arena Size and Requirements

Try to get an arena that *is at least* 65' wide by 180' long. Smaller arenas can be used; however it will be less than desirable. Please plan your game sequence to best work with the arena you have. Remember when setting up a temporary arena that the fencing material goes on the inside and stakes/posts belong on the outside. If you are using snow fence type metal T-posts the tops must be capped by either a plastic cap designed to do so (sold in the same place you buy fencing) or slit tennis ball toppers.

Signage and Waivers

Make sure that you have posted signage as required by the SCA Handbook. Failure to do so will result in an immediate loss of Warrant. Make sure that you know the state requirements for NY, PA and WV as they are all different.

All adults at the event must sign an equestrian waiver unless there is a separate, clearly marked equestrian activity area. If this is the case, everyone entering this area must sign a waiver before they enter. Minors do not have a separate form at this time. They are to sign the waiver using the following procedure as posted on the SCA's Equestrian website:

Any minor participating in Equestrian Activities must have their parent or legal guardian sign for the minor on the adult Equestrian waiver (general or State specific, whichever is used by adults at the event/practice). Where the waiver says "Legal name", write "<parent's name> as parent/legal guardian on behalf of <minor's name>", and then have the parent sign.

Equipment

You are responsible to make sure that all the games equipment used at your event is in good working order. Check it at least one week before your event and make repairs if required. The one piece of equipment that is the easiest to lose at an outdoor event is the rings. Make sure they are colored so they don't blend in with the arena floor when they are struck and "lost" somewhere on the ground. Paint or ribbons on the rings will help the ring stewards spot them once they hit the ground.

Appendix Two Official vs. Unofficial Practices

A scheduled and insured equestrian practice is official only if there is an Equestrian Marshal present and the Equestrian Marshal declares that the practice is official. If there is no insurance or the Marshal is missing or unwilling to hold an official practice, then the practice is unofficial.

Only equestrian marshals can organize an official practice. The MiC is the responsible party. As the responsible party only he/she or his/her official representative (usually another EM or MiT) is the one that selects the training site, makes arrangements for facility use, request the insurance coverage and set the dates and hours for the practice.

What's the difference? At an unofficial practice:

- 1) The practice is not covered by the SCA's insurance.
- 2) No authorizations of any kind can be held.
- 3) IKEC scores cannot be reported.

As a marshal you cannot stop people from having an unofficial practice as long as the landowner is agreeable to allowing this type of activity without insurance. In other words, people can do what they want on their own property. You have no say in what they're doing as long as they do claim that the practice is an "Official SCA Equestrian activity."

Official practices require that all participants and observers sign an equestrian waiver. Without it the practice is null and void as is the insurance. You must also follow all SCA Equestrian signage requirements. (As per the State you are holding the practice in.)

At the conclusion of an official practice is over you must:

- 1) Make two copies of the signed waiver.
- 2) Send the original to the Kingdom waiver clerk.
- 3) Keep one copy for your records.
- 4) Send the second copy to the KEO when your quarterly reports are due.
- 5) If there are authorizations, you must do the paperwork and follow the reporting procedure for sending the paperwork to the correct people.
- 6) The rules for accident and incident reports must be followed.
- 7) The following data must be reported: The Date, Location, Number of adult riders, number of minors who are riders, number of horses used (non-rental), number of rental horses used, and for some reason, the number of people practicing driving.

This data along with a copy of the proof of insurance (The Insurance form may be sent once at the beginning of the year) must be submitted to KEM on or just before the quarterly deadlines.