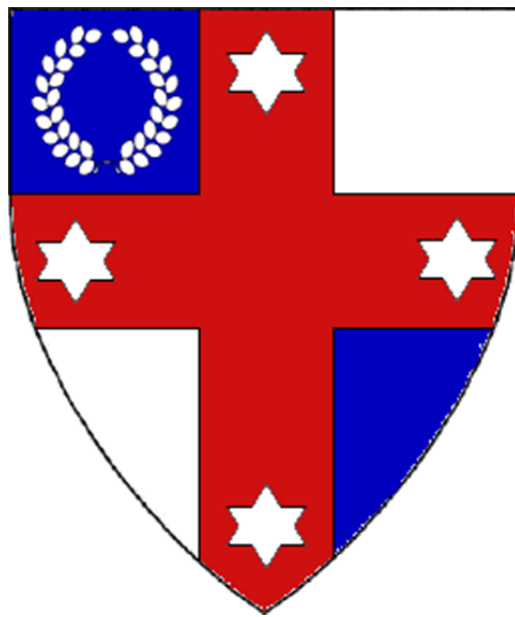


The Kingdom of Lochac Arts and Sciences Handbook



4th Edition XXXIX (2012)



Includes updates on:

Kingdom Arts & Sciences Competitions, Appendix 3 – Competition Forms, Appendix 4 –
Running and Judging Kingdom A&S Competitions

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Acknowledgements

This handbook was written specifically for the new Kingdom of Lochac, by its first Kingdom Arts and Sciences Minister Lady Katerina da Brescia. It is based on Lochac's traditional Arts and Sciences 'unwritten' customs. This handbook could not have been written without the help of many of Lochac's prominent Peers and past Principality Arts and Sciences Officers. These people include, but are not limited to:

Viscountess Ingereth Ryska, Mistress Aisslinn de Valence, Master Toyve Woolmongre, Master Delbert von Strassburg, Vicontessa Lucrezia Lorenz, Mistress Rowan Pergryne, Master Giles de Laval and Mistress Bess Haddon of York for her help with information for the Guild guidelines and Master Drake Morgan for his help with setting up the King of Lochac Virtual Collegium.

Introduction

Welcome to the world of Lochac Arts and Sciences. You have chosen an exciting and rewarding Office, as Arts and Sciences Officer. You can learn, teach and watch people grow in their chosen field of Arts and Sciences. Our job, as Arts and Sciences Officers, is to help guide and enthuse people about Arts & Sciences, in the Society for Creative Anachronism. The Arts & Sciences Officer probably has less paperwork than any other office and, I think, is much more fun!

This handbook is designed to help not only the Kingdom Minister of Arts and Sciences (KMoAS), but also the Local Arts & Sciences Officers of Lochac in their duties; to provide information, consistency, help and hopefully to inspire others. For those who are interested in a specific area of the Arts & Sciences, please visit the Kingdom of Lochac Arts & Sciences pages, <http://lochac.sca.org/lochac/guilds/index.html> or talk to the Guilds themselves. Current contacts for Lochac's Guilds are in the Kingdom Newsletter, Pegasus.

If you are interested in becoming a KMoAS, or Kingdom 'Drop Dead' Deputy, then please contact the current Kingdom Arts and Sciences Minister. I am sure they would love to hear from you!

For more details about Arts & Sciences, in Lochac, visit: <http://lochac.sca.org/artsandsciences>.

The Kingdom of Lochac Virtual Collegium can be found at: <http://lochac.sca.org/collegium/>.

Regalia and Insignia

Local Arts and Sciences Officers have the right to wear their Badge of Office. This should be passed to you, by your predecessor, when you take over office.

The Arts and Sciences badge is:

Azure, a candle enflamed within an arch stooped argent. (A white candle, under a white arch, on a blue background.)

If your group has chosen to have separate Arts Officer and Science Officer, you may both use the Arts and Sciences badge, or the badges are as follows:

Arts: *Purpure, an Irish harp Or.* (A gold harp on a purple background.)

Sciences: *Per pale or and argent, a pair of callipers sable.* (Black callipers, on a background – left: gold, right: white.)

The KMoAS, as one of the Greater Officers of State, is required to swear fealty and thus has a Chain of Office to denote this. This is part of the Kingdom Regalia, for Greater Officers. The KMoAS may also use the Arts and Sciences badge.

Requirements for Officers and Kingdom Minister

Being Arts & Sciences 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 and Queen, Laurels and KMoAS informed about what is occurring in Lochac. All Baronies in Lochac are required to have an Arts and Sciences Officer, as part of their retinue.

As a Local or Baronial Arts and Sciences Officer you are required to:

- Be a current, paid member of the SCA
- Be over 18 years of age
- To be warranted (w years, with max. 4 years, in exceptional circumstances)
- To send QUARTERLY reports to the KMoAS, by the date required. Forms are available, to make this easy. Reports do not have to be long.
- Run or organise someone to run the Kingdom Arts and Sciences Competitions, if the Kingdom Coronation or Crown Tourney is being held in your group, and the Kingdom Arts and Sciences Minister can no attend the event. Please contact the current KMoAS for details on this. (see also Kingdom Arts and Sciences competitions Appendix)
- To be on the ASofficers list, if you have email. This will facilitate communication between local Officers and the KMoAS.

If you do not comply with the above, you can be suspended from your Office. In case of a Barony, this could put it in abeyance. So as Local or Baronial Arts & Sciences Officer, you are responsible for ensuring you do the above.

As a Local or Baronial Arts and Sciences Officer, it is recommended you:

- Ask the Kingdom Arts and Sciences Minister for help, if you need it
- Encourage or organise Arts and Sciences competitions and workshops, in your group
- Get reports from workshops and events that hold and Arts and Sciences completion. This makes life much easier when reporting
- Advertise for a successor 18 months after you take over. This gives you 6 months to find one
- Have other deputies, as required, to help you with your duties.

Requirements of Kingdom Minister of Arts and Sciences

The Kingdom Arts and Sciences Minister is required to:

- Swear fealty to the Crown
- Be a current paid member of the SCA
- To be warranted as above. This is signed by the Kingdom Seneschal and yourself. A copy is sent to the SCA Arts and Sciences Officer. (2 year term, with max. 4 in exceptional circumstances)
- Be over 18 years of age
- Send QUARTERLY reports to the Crown and the Society Arts and Sciences Minister. The King and Queen, Seneschal and Laurels get a courtesy one. This report must include a Roster of Arts and Sciences Officers.
- Send an annual report to Kingdom Exchequer, by July 31st.
- Warrant local and Baronial Arts and Sciences Officers and keep warrants up to date
- Keep your files up to date
- To run and to be on the asofficer list. COMMUNICATION between Officers is very important
- Set the Kingdom arts and Sciences Competition for your term
- Organise or help organise the Kingdom Arts and Sciences Competition
- Encourage Arts and Sciences, in Lochac, and communicate with the Guilds
- Keep track of the Kingdom arts and Sciences Championship results and inform Royalty of the winner, at May Crown at the end of each competition

- Have advertised and, where possible, had a Drop Dead Deputy within 6 months of taking Office.

As Kingdom Arts and Sciences Minister, it is recommended to:

- Have the competition set for the first Kingdom competition, after you step down, to allow your successor time to set the following competitions
- Compile reports received and send a quarterly newsletter to all Local and Baronial arts and Sciences Officers. This is usually by email to save on costs. If you do not have email, this will be posted to the officer. A copy to Seneschals of smaller groups, without an Arts and Sciences Officer, is also recommended
- Keep the Kingdom A&S Office website up to date, including a smaller, edited version of the newsletter, to be available on the site, for all Lochacians to view
- Send a report to Pegasus, by the 5th of each month, for the following issue
- Communicate with the Kingdom Seneschal
- Communicate with Lochac's Guilds, a Livery Warden (Deputy of Guilds) is suggested to help you in this area
- Oversee the bids for and ensure the running of the Combined Guild's Day. A Collegium Deputy is suggested to help you in this area.
- To organise the kingdom of Lochac Virtual Collegium, annually. It is strongly recommended that a Collegium Deputy help with this
- Have Deputies to assist in areas of your Duties, which require specific attention, such as Collegium Deputy, or Livery Warden.

The Kingdom 'Drop Dead' Arts and Sciences Deputy is required to:

- Assist the KMoAS in his/her duties
- Understand the running of the office in case he/she is required to take over at short notice
- Fill in for the KMoAS in times where the Minister is unavailable to fulfil their duties for an extended time (i.e. overseas holidays, sickness, etc. ...)

Requirements and Procedures

Warrants are required to keep track of the Kingdom's Local and Baronial Officers and reports are required so that Their Royal Majesties know what is happening in their Kingdom. Copies of reports also go to the Laurelate to give them an idea of who is doing what. Realistically, as a local Arts and Sciences Officer all that is required is to fill out a form for Warrants, send four reports a year, and find a successor. The arts and Sciences Office probably has the least paperwork out of any Local Office.

On the Subject of Warrants

As an A&S Officer, you are required to be warranted. This involves filling out a Warrant form (see *SCA Governing Documents*) with your details and appropriate signatures and returning this to the KMoAS. Warrants are for two years. It is suggested that you start looking for your replacement at the 18 month mark. If you are having serious problems find a replacement, then the KMoAS can extend for 12 months only. At the end of this year, you must find a replacement. If there are still problems in finding a replacement the KMoAS will help you find one. He/she is here to help. There will be no extensions beyond a total of 4 years consecutively in Office. This includes the KMoAS.

In larger Baronies or groups, the Office of Arts and Sciences may be divided into arts Officer and Sciences Officer. Each must be warranted with the KMoAS.

When asked to become a Local or Baronial Arts and Sciences Officer, contact the current KMoAS with a letter / email of introduction. The KMoAS will need to following information (for the warrant):

- SCA name
- Mundane name

- Address
- Phone number
- Email address
- Group you are acting for and name of Officer you are replacing
- The date you took over / are expected to take over Office
- SCA membership number and exp. Date

The KMoAs will then send you a Warrant form and Information pack. Complete the Warrant form and return it as soon as possible (within a few weeks is recommended). Signatures for a Baronial Arts and Sciences Officer should be you, the Seneschal and the Crown or the Crown's designated representative. For KMoAS, it is the Crown, in the case of a Barony it is usually the Baron or Baroness. For Shires, it is the Seneschal. Colleges and Cantons require the Seneschal and Baron or Baroness.

If you don't have a Warrant, you are Acting Arts and Sciences Officer. A Barony must have a warranted Arts and Sciences Officer.

Warrant forms can be found in the SCA Governing Documents in the *SCA Organizational Handbook April 2001 (revised 2003)* on page 38.

Applying for Kingdom Minister of Arts and Sciences Position

The position of KMoAS must be advertised in Pegasus a minimum of 6 months before changeover of Office is due. Though the Kingdom Deputy is often chosen as successor, the current Deputy must apply for the position if they wish to be considered. The KMoAS successor is chosen by the Crown and Society A&S Officer, in consultation with the Kingdom Seneschal. The successful applicant must be a member of the SCA.

Advertising for a Kingdom Deputy should be done within 6 months of taking Office. Applications are to be sent to the KMoAS.

Choosing a Local Arts and Sciences Officer Successor

Local Arts and Sciences Officers are chosen by KMoAS, as per the Lochac Procedure Manual. Upcoming vacancy of a Barony's Arts and Sciences Officer must be advertised at least 2 months prior to the expected changeover date, preferably in the Baronial newsletter.

Applications must be advertised to be sent to the KMoAS, Baronial Seneschal, Baron & Baroness. The KMoAS chooses the A&S Officer based on the applications and with consultation of the Seneschal, Baron & Baroness, and current A&S Officer. The KMoAS then should advise the Baronial Seneschal of the successful applicant. This is then advertised by the Baronial seneschal at least 2 weeks before the Office is due to changeover. This is to allow for any objections to be made to the KMoAS. Wording of this announcement can be found in Lochac Procedure manual.

Shires:

Where there is no Baron or Baroness, recommendations for successor come from the group Seneschal and outgoing Officer. The procedure remains as above.

Cantons:

The Canton A&S Officer is chosen by the Baronial A&S Officer to which they report.

Colleges

A&S Officers of Colleges are chosen by the College.

In all cases, a letter of introduction (as outlined above) is then sent to the KMoAS, who organises a Warrant. Warrants must be received within 2 weeks of appointment of a new A&S Officer. Officers without warrants will be deemed as Acting. In the case of a Barony, this could cause the group to be in abeyance.

Who is Required to have an Arts and Sciences Officer?

A Barony must have 6 warranted officers. They are:

- Seneschal
- Reeve
- Marshal
- *Arts and Sciences*
- Herald
- Constable

A Shire must have 3 warranted officers. They are:

- Seneschal
- Reeve
- Herald or *Arts and Sciences* or Marshal

Those Pesky Report Things Made Easy!

It is required that ALL Arts and Sciences Officers report QUARTERLY. If your group does not have an Arts and Sciences Officer, then the Seneschal is required to send the current KMoAS a report.

There is a form available to make it easier for you (Appendix 2). The Kingdom Arts and Sciences Minister requires you to have your reports as follows (note change in dates):

- Baronies (4 per year): 15th February, 15th May, 15th August and 15th November
- Shires: (2 per year) 15th February and 15th August
- College & Cantons: (2 per year) 15th April and 15th October

This allows for time for the Minister to get their report, to Crown, on time. Four reports are not a touch task. These reports don't have to be detailed, just informative.

KMoAS reports are due: 28th February, 31st May, 31st August and 30th November

Who Reports to Whom?

Baronies and Shires report directly to the current KMoAS. Subgroups, such as Colleges and Cantons, report to their Baronies. Easy, isn't it? Colleges may report directly to the KMoAS but a copy to their Baronial Officer is a good idea.

It is recommended to send a copy to your group Seneschal.

What Happens if I Miss a Report

Officers must report.

If you miss a report, the KMoAS will usually contact you with a friendly reminder and ask you to get it to him/her within the week. If you miss this report, the KMoAS is required to inform you and your Group's Seneschal. The Seneschal is then asked to send a report, if you do not. If no report is received, you may be suspended as Arts and Sciences Officer. In the case of minimum report requirements not being fulfilled, the KMoAS must inform the Kingdom Seneschal and he/she will take over from there. In the case of a Barony, this may put your Group in abeyance.

The 'one report missed rule' is mainly for larger Baronies (over 40 members), that are required to have an Arts and Sciences Officer as part of their complement. For smaller Baronies, new Baronies or those not very active in Arts and Sciences, the minimum missed report is 2. For Shires, minimum report will depend on how large the group is and how active it is in A&S. Smaller groups, such as Cantons and Colleges, have some flexibility.

In all cases, if 3 reports are missed, the A&S Officer will be suspended.

If you have extenuating circumstances, please let the current KMoAS know ASAP, as this is taken into consideration.

Suspension / Removal of Officers

KMoAS / Local or Baronial Arts and Sciences Officers may be suspended if:

- Failing to perform duties
- Failing to report

The Deputy will perform the Officers duties for the duration of the Crown's Reign. The Seneschal will perform these duties if there is no arts and Sciences Deputy.

(From the Laws of Lochac)

Officers may be removed or suspended if:

- 1 Quarterly report missed (Barony)
- 2 Quarterly reports missed (Shire)
- 3 Quarterly reports missed (Canton/College)
- Unethical conduct
- Not performing your duties

Kingdom Arts and Sciences Minister can be removed if:

- 1 Quarterly report is missed
- Annual Finance Report is not received by Kingdom Exchequer
- Sufficient evidence that an Officer is not fulfilling the duties of that Office, the Crown and the Seneschal may remove and replace that officer
- Unethical conduct

Kingdom Arts and Sciences Competitions

The Kingdom Arts and Sciences Competitions are held at each Crown and Coronation event. These are:

- May Crown
- July (Midwinter) Coronation
- November Crown
- 12th Night Coronation (January)

There are 3 categories of competition set for each event. These are set by the KMoAS and must be advertised in Pegasus and listed on the A&S Officers website. There is no minimum entry for a competition to go ahead.

Entry forms and Judging criteria forms are found in Appendix 3. Entry forms and Judging forms are to be returned to the KMoAS within two weeks of the event. A short report on the competition is also desirable. It is recommended that the Officer in Charge nominate times, at the event, for closing of entries, for competition judging and a few hours for entrants to have the possibility to talk to judges about their entries. The Crown will need to be informed of the winner, so they can present the prizes at Court, if they so wish.

Winners of the Kingdom Arts & Sciences competition receive a Kingdom A&S bell.

The bell is 1.5cm diam (ish) hawk (closed) bell, with the following ribbons (3): thin red, thin white and thin blue.

1st: Gold hawk (closed) bell

2nd: silver hawk bell

Bells are to be supplied by the group hosting the relevant Kingdom event. Please note, bells as listed below also need to be supplied in case an Event Champion is awarded.

If the KMoAS cannot attend the event, they must inform the appropriate Local or Baronial arts and Sciences Officer, as soon as possible. The Local or Baronial Arts and Sciences Officer is responsible to organise and run, or to deputise someone to run the Kingdom Arts and Sciences competition, if the KMoAS cannot attend. It is the responsibility of the KMoAS to ensure that this is done, and to help the Local Baronial Arts and Sciences Officer, as far as possible.

The organiser (KMoAS or local A&S Officer) must organise appropriate judges. It is preferred that 3 different judges are found for each category (9 judges in total), but if that is not possible, a minimum of 2 judges per category, from a pool of at least 5 judges will be acceptable.

Kingdom Arts and Sciences ‘Event Champion’

Outstanding entries are eligible to be considered for the title of ‘Event Champion’. This is not a compulsory award and will only be awarded if the judges feel there is an extremely outstanding entry.

Criteria for this award are:

- Highest overall score for the overall Kingdom A&S competition at any one crown Event
- Average score of *at least* 40 points
- Outstanding quality, authenticity, documentation and wow factor, above and beyond any other entries supplied for that event and at a sufficiently high overall standard.

PRIZE: The prize will be a silver hawk bell on three thin white ribbons – very distinctive.

Miscellaneous Kingdom Level Competitions

There will be, on occasion, opportunity for the Kingdom Office of Arts and Sciences to help promote Kingdom level A&S competitions, outside the scope of the traditional Kingdom A&S competitions held at Crown events. These will usually be in conjunction with the Crown, or other Kingdom level Officers. It is recommended to support these where appropriate, with verbal and written advertising, and supply a Kingdom level Arts & Sciences bell for the winners.

It is advised that, in these circumstances, the competition should follow the competition criteria as per usual for other Kingdom level Arts & Sciences competitions, as set out above and elsewhere in the A&S Handbook.

Miscellaneous Kingdom level Arts & Sciences competitions results will *not*, however, be counted towards the Kingdom Arts & Sciences Championship for that year. Competitions held by individuals or households are more appropriate to be held as separate and private competitions.

PRIZE: In this case, use open bells in place of the ‘haw’ bells. Gold for first place and silver for second place. Ribbons to remain the same.

(See also Appendix 4: Running Kingdom A&S Competitions and Appendix 3: Kingdom A&S Competition Forms)

Lochac Kingdom Arts & Sciences Championship

The Kingdom A&S Championship is designed to encourage gentles to try new areas of the Arts and Sciences, enter the Kingdom Arts & Sciences Competitions and to encourage variety. It is not just – who is the best of the best. We want to encourage newcomers or inexperienced artisans to enter as well as our experienced artisans.

The Kingdom A&S Champion of Lochac is announced at either May Crown or Festival.

It is the responsibility of the KMoAS to keep the scores, for Championship up to date and inform Crown of the overall Champion.

The prize for the Lochac A&S Champion is an embroidered pouch:

Azure, a candle enflamed within an arch stooped surrounded by 4 mullets of six points argent. (A white candle, under a white arch, on a blue background with four – the A&S badge – with six-sided stars around it.) (The year of the individual Championship is embroidered on the back of the pouch.) This pouch has 3 gold hawk bells attached to the bottom and may be as elaborately embroidered as wished, as long as the main design is the above. A new pouch shall be made for each Champion to keep.

(See Appendix 4 for How to Run the Kingdom A&S Championship details)

Lochac's Guilds, Companies and Colleges

The following is a listing of the current Livery (Royal) Guilds (L) and Official Guilds of Lochac, at the time of publishing.

The Worshipful Company of Bards, Troubadours and Jongleurs (Bardic)

Lochac Cooks' Guild

Brewers Guild

Fibre Guild

Gardening Guild

Painters and Limners Guild

Royal Guild of Devence (L: 18th April XXXVII)

Guild of the Silver Rondel (Dance)

Worshipful Company of Broiderers (L)

Colleges: (non Guild): College of Scribes

About Guilds and Guild Guidelines

Official Guilds are recognised Guilds within the Kingdom of Lochac. Some are sanctioned by and granted a Charter, by the Crown, as is the Royal Guild of Defence. If you wish to become an Official Guild, contact the KMoAS, for requirements and for forwarding of recommendations and Petitions to Crown for Royal Guild Status.

In the first year of the Kingdom of Lochac, Their Royal Majesties expressed a desire to have Officially Sanctioned Royal Guilds within the Kingdom of Lochac. The Guild Guidelines help in the running and formation of new guilds and provide guidelines for those Guilds wishing to become Royal Guilds.

The KMoAS is required to keep track of Guilds within our Kingdom. It is strongly recommended that the current KMoAS appoint a Guild Deputy as a liaison to the Guilds, to keep a list of Common Guilds, current Officers and Start Dates and Pass on Guild reports to the KMoAS. These reports will be incorporated into the 12th Night report to Crown.

(See Appendix 1: Guild Guidelines)

Recommendations and Awards

It has been decided that Archery and Rapier now come under the auspices of Arts and Sciences, in Lochac. If you have any recommendations in these areas, or any other area of Arts and Sciences, please send a recommendation to the Crown.

The current award for Arts and Sciences, in the Kingdom of Lochac is:

The Order of the Lily

“The Order of the Lily may be offered to those the Crown finds deserving of honour, for achievement in the arts and sciences.”

Other awards to consider in regards to A&S, in Lochac, are:

The Prix Jongleur may be bestowed on those who by way of performance consistently entertain the populace of the Kingdom of Lochac.

The Order of the Shining Helm is given to those combatants who consistently present a good looking and period appearance on the field.

For more information of Lochac Awards go to: <http://lochac.sca.org/laws/>

The highest achievement in Arts and Sciences is the Order of the Laurel. Laurels are expected to have achieved a level of excellence and skill, in their selected area. Recommendations are sent to the Laurel Principle whose contact details are to be found in Pegasus.

Corpora state the duties of the Laurel are:

- To enrich the kingdom by sharing his or her knowledge and skills
- To set an example of courtesy and chivalrous conduct
- To respect the Crown of the kingdom; to support and uphold the laws of the kingdom and the governing documents of the Society
- To advise the Crown on the advancement of candidates for the Laurel

For more information on what a Laurel is and does, go to: <http://lochac.sca.org/laurels>

Baronies also have their own Arts and Sciences awards. It is appropriate to recommend individuals for local achievement in the Arts and Sciences, by writing to the local Baron and Baroness.

Anyone can write a recommendation. You do not have to have an award yourself.

Recommendations should be in writing and should include:

- The date
- Your SCA name, legal name
- Which group you belong to
- The SCA name (and preferably legal name) of the person whom you are recommending
- The group to which the person belongs
- What the person has done to deserve the recommendation
- The award for which you are recommending the person. If you are unsure, then this will be decided upon, after looking at the person's achievements.

Contacting Arts and Sciences

The Arts and Sciences Office website has contact details. Pegasus will have the phone number, email address and postal address of the current KMoAS.

The official contact address for the KMoAS is: artsandsciences@lochac.sca.org

As you know all the Offices in the SCA are on a volunteer basis. Not everyone checks their email daily. It is recommended you allow a week for email correspondence. If you have an urgent question, please phone the current KMoAS to discuss the matter or to refer the current KMoAS to an urgent email matter.

It is a good idea to direct routine Arts and Sciences questions to your local Arts and Sciences Officer. They are a valuable resource that should not be overlooked.

Appendix 1: Guild Guidelines for the Kingdom of Lochac

Introduction

For many years, the guilds of Lochac have been a valuable resource for the Arts and sciences, providing a wealth of knowledge, instruction and fellowship to artisans; and certainly the standards of work and teaching produced by the guilds reflects the vitality of the Kingdom. The following guidelines have been formulated at the request of the Crown, to protect the active role guilds play in fostering the Arts.

Guilds in Lochac have a long and prosperous tradition of autonomy, guided by the vision and dedication of their officers and the enthusiasm of their members. It is not the intent of these guidelines to infringe in any way upon guild activity or to add layers of bureaucracy to hinder enjoyment of the arts. Rather, these guidelines aim to embrace and enhance this organic process as far as possible, to expand the opportunities for guild activity, and offer incentive and assistance to those wishing to form new guilds.

Guilds in History and the SCA

Mediaeval guilds, also called Companies, Societies or Misteries, were associations of professions crafts- or tradespeople. Guilds had their origins in their religious fraternities of the early Middle ages, and many guilds still bear religious associations in their names or charitable activities. These associations evolved into commercial entities to meet the needs of the growing professional and merchant classes. A guild served to protect its members by regulating commerce and trade, and providing business and social support for members and their families. Guilds often developed great wealth and prestige, and wielded considerable economic and political influence.

Membership in a guild was usually strictly regulated and ranked, with members being required to meet high standards of workmanship and training. In contrast to feudal relationships, guilds were democratic bodies, with elected masters and a Court of Officers who oversaw the running of the association. These officers could include the Guildmaster, the Upper Warden who served as deputy to the Guildmaster, the Renter Warden who managed the property and assets of the guild, and the Beadle who was responsible for the guild's finances. Guilds managed their own affairs with charters or ordinances, a set of rules decided by the members in their best interests. Such ordinances governed the daily operations of the guild, often in considerable detail regarding business restrictions, pricing structures, training and safety standards, members' benefits and penalties, social obligations and more. An example of a period charter, of the Arras Guild of Shearers from 1236, can be found below.

Although guilds were self-determining, Royal patronage and association were keenly sought. Particularly important guilds might even boast the King as a member or honorary master. Many guilds were recognized as "official" bodies, being granted Charters by the Crown. Such London Guilds or "Livery Companies" so honoured included the Weaver's Company (in 1155), the Company of Goldsmiths (1300), the Guild of the Body of Christ of the Skinners of London (1349), The Worshipful Company of Merchant Taylors (1327), and the Mercer's Guild (1394). Such a charter was by no means essential to the functioning of a successful guild however; the Painters Guild traces its ordinances to 1283 while the Stainers Guild is mentioned in 1268. These two guilds combined in 1502 as the Worshipful Company of Painter-Stainers, and received their first charter from the Crown in 1581.

A Royal Charter generally granted the guild recognition as a corporate entity, with the right to own property, use a common seal and even Armorial bearings granted by the King's heralds. A Royal Charter could be granted or confirmed more than once, or revoked. The Leatherseller's Charter was granted by King Henry VI in 1444, and the Company sought to confirm its status by obtaining another Royal Charter from James I in 1604. The Company was forced to surrender its privileges in 1685 when King Charles II issued the Company with a new charter asserting the royal prerogative. This was revoked by the Court of Assistants in 1689, and the Leathersellers reverted to the authority of their 1604 charter. King Charles II's charter was declared void, and the King's Great Seal attached to it was broken into fragments as an act of defiance.

In the SCA, guilds are rarely commercial associations. Although the term “guild” is occasionally used to refer to a local group which organises projects for their Shire or Barony, generally it refers to an association of people who wish to focus on an aspect of the Arts and Sciences. Arts and Sciences guilds in Lochac range from smaller groups who share a common interest in a particular field, to larger and more formal associations which emulate the structures and practices of the great mediaeval guilds. It is this type of Guild this document discusses.

Establishing a Guild

In Lochac, new guilds form in response to a shared interest by a number of people in a particular area of the Arts and Sciences which is not already covered by an existing guild, and a desire to develop this interest together in a more structured way than a household or group of friends might. Anyone may start or administer a guild: there is no requirement to be a Peer, and Officer or even a paid member of the SCA (although of course the latter is strongly encouraged).

Arts and Sciences Guilds are considered Kingdom-wide entities and membership must remain open to all who wish to join. No-one is obligated to join a guild in order to practice any Art or Science if they do not wish to do so.

Guilds in Lochac have traditionally had enormous freedom in determining how they operate, although the ideal of a historical basis should be borne in mind. By this stage, a proposed guild should have an idea of the following:

1. Range and scope of activity in the Arts and Sciences. Guilds usually have a broad base (cooking, embroidery, painting etc.) to allow its members to explore many avenues in an art.
2. How it will organize its operation and activities: regular meetings or events, appointment of officers and rankings, charter/ordinances/guidelines.
3. Any other activities: newsletter, email list, competitions, gifts, a Patron to inspire the guild, etc.

Officially establishing a guild is a simple process:

1. An announcement of formation is published in the Kingdom newsletter Pegasus and on the Lochac email list if possible, to notify the populace and attract potential new members. This announcement could also be published in the Arts and Sciences magazine Cockatrice, and local newsletters and email lists to reach the widest possible audiences.
2. The Kingdom Arts and Sciences Officer should also be informed of the formation of a new guild, with the contact details of the Master (or other designated contact person), and any other relevant information. Guilds are encouraged to send a report of their activities to the Arts and Sciences Officer at least once per year.

Once established, a guild may:

1. Register a badge for use; this badge should be registered to an individual, as is College of Heraldry policy. They are encouraged to develop pageantry, livery and regalia as appropriate.
2. Open a bank account to handle funds if necessary. Please note in this case that the guild must appoint a financial officer (Reeve, Beadle), and must abide by Australian financial regulations. The financial officer must provide a report to the Kingdom Exchequer by 31st July annually.
3. Hold a class/es at the Annual Guild Day, held annually.

Royal Charter

After being established and active for a minimum period of one year and a day, some guilds may decide to seek the prestige of special patronage from the King or Queen. Note that Patronage may be sought from either of the Royal couple, and that Royal patronage does not preclude other patronage from a Peer or Royal Peer.

Once the petition is received by the KMoAS, they will review it to ensure that the petition and the Guild meets the requirements, and shall forward the petition to Crown for Their consideration. If the Crown approves the petition, They

shall instruct the Livery Warden (Guild Deputy) to mediate a suitable date for the petition to be formally presented in Court. This proposal should include:

1. Ordinances of the guild, preferably modelled on period charters to demonstrate the guild's commitment to promoting historical authenticity. The ordinances should cover such details as the name, scope and aims of the guild, as well as daily operations of the guild, appointing of officers, means of amending the ordinances etc. The members of the guild should show their support for these ordinances by affixing their signature or seal.
2. List of current membership and officers. There is no specific minimum membership for a guild seeking royal recognition, but it is recommended that the guild be of sufficient size and activity to ensure the continued viability of the guild (King's/ Queen's discretion).
3. Statement of activities, preferably including summaries of previous reports to the Kingdom Arts and Sciences Officer. This demonstrates the guild's ongoing activity and contribution to the Arts and life of the Kingdom.
4. In return for Royal assent, a guild may offer or the King/Queen may ask for certain boons. Such boons could include the presentation of gifts once per reign or per year, as some guilds already do. The boon could also be a request to teach or support the Arts and Sciences in some concrete way (such as teaching collegia, or sponsoring a competition or prize), the desire for the guild to present livery and pageantry, or some other activity.
5. Guilds seeking Royal recognition must report to the Crown as requested, and the Kingdom Arts and Sciences Officer at least once per year. Continued failure to report may, at the King's/Queen's discretion, be grounds for withdrawing Royal favour with the loss of all privileges.

The petition may be granted at the discretion of the King or Queen, with the advice of the Kingdom Arts and Sciences Officer and if desired the Masters of the Livery Companies of Lochac.

Once Royal patronage and the Charter is granted, in addition to previous benefits a guild may:

1. Organise to formally present the Charter and receive Royal recognition in Court.
2. May register the name, device and badges, free of charge following current College of Heraldry policy.
3. Be given the right to bear Arms in the form of an Award or Grant of Arms bestowed upon the guild, or other badges, colours etc. at the discretion of the Sovereign.
4. Use the styles "King's/Queen's Guild", "King's/Queen's Company", "Livery Company of Lochac" etc. as appropriate.
5. Be encouraged to develop and use such livery, regalia, pageantry and display as appropriate.

Appendix A- Arras Charter of the Shearers, 1236

<http://150.108.2.20/halshall/source/1236Weavers5.html>

Further Reading

Corporation of London- City Livery Companies - http://www.cityoflondon.gov.uk/leisure_heritage/livery/linklist.htm

City Livery Companies and Their Heraldry <http://www.heraldicmedia.com/site/info/livery/index.htm>

The Painter's Hall <http://www.painters-hall.co.uk/introduction.html>

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Appendix 2: Report Form

Arts & Sciences Report Form

Arts & Sciences Report



Group

Month / Quarter

A&S Officer SCA Name:

A&S Officer Legal Name:

Membership No:

Expiry Date:

Email Address:

Deputy A&S Officer SCA Name:

Deputy A&S Officer Legal Name:

Membership No:

Expiry Date:

Email Address:

Activities: (Please tick)

- | | | |
|--|---|--|
| <input type="checkbox"/> Archery | <input type="checkbox"/> Calligraphy / Illumination | <input type="checkbox"/> Banners, Pennants, Flags |
| <input type="checkbox"/> Brewing, Liqueurs & Vintaging | <input type="checkbox"/> Dancing | <input type="checkbox"/> Garb & Accessories |
| <input type="checkbox"/> Cooking | <input type="checkbox"/> Heraldry | <input type="checkbox"/> Leather Work |
| <input type="checkbox"/> Fibre Arts | <input type="checkbox"/> Music | <input type="checkbox"/> Needle Craft / Embroidery |
| <input type="checkbox"/> Metal Work | <input type="checkbox"/> Singing | <input type="checkbox"/> Textiles |
| <input type="checkbox"/> Performing Arts | <input type="checkbox"/> Weaving | <input type="checkbox"/> Woodwork |
| <input type="checkbox"/> Other: _____ | | |

Details of Above Activities:

Recommendations: for achievements/for competitions:

Appendix 3: Kingdom A&S Competition Forms

Kingdom A&S Competition Forms were modified in September 2012. These supersede all other forms. Kingdom A&S Competition Stewards, please ensure you use the current forms as set out below:

Competition Entry Form

Competition Judging Criteria

Kingdom A&S Competition Entry Form

(to be filled out by Entrant before Competition)

Event: _____

Place & Date: _____

Name of Competition: _____

Name / Description of Entry: _____

Name of Entrant: _____

Contact Details of Entrant (email) _____

I GIVE PERMISSION TO USE A PHOTO OF MY ENTRY FOR THE A&S WEBSITE:

(please sign) _____

(If you do not sign this, any photo of your entry cannot be put on the Kingdom A&S website or in Cockatrice A&S Magazine)

Documentation Attached: ☐ Yes ☐ No

Have you won a Kingdom level A&S competition previously? ☐ Yes ☐ No

Have you entered less than 5 Kingdom level A&S comps before? ☐ Yes ☐ No

Any addition information regarding this entry:

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

Lochac Kingdom A&S Competition Judging Criteria

Judge 1 ☐

Judge 2 ☐

Judge 3 ☐

Entrant Name: _____

Category: _____

	8 – 10	4 – 7	0 – 3	Score
Documentation	Documentation is extremely thorough and provides detailed and reliable information that the item is based on something period. The entrant is clearly aware of uncertainties in their documentation, but they are few, and alternatives are extremely well justified. A wide range of sources are listed, including Primary sources.	Documentation provided demonstrates that the entry is based on something period and that the entrant is aware of areas of uncertainty in the documentation. The documentation describes the decisions made throughout the recreation process. Several sources are listed, including at least secondary sources.	Documentation not provided (0) or very brief. May not adequately demonstrate that the entry is based on something period. Documentation does not adequately describe the decisions made during the recreation process. Very few, if any, sources listed and/or they may not be considered reliable.	
Authenticity	Item is demonstrably based on authentic period item and wherever possible, period materials and techniques have been used.	Item is demonstrably based on authentic period item and a reasonable attempt to use period materials and techniques has been undertaken.	Item is not based on a period idea, or very loose connection to period item and/or accessible period materials or techniques have not been used.	
Creativity	Item shows a great deal of personal creativity in the design or production of the item, without impact on its authenticity.	Personal creativity demonstrated in the design or production of the item. Creative aspects may impinge on its authenticity.	Item demonstrates little creativity, may be a direct copy of a period item.	
Presentation	Item is finished to an extremely high standard, showing a great deal of care and attention to detail. Documentation is very neat, well set out and easy to follow.	Item is well presented and finished to a good standard. Documentation is neat and easy to follow.	Item shows a lack of care or finish in the presentation and/or documentation is messy and hard to follow.	
Complexity/Skill	The item shows a high level of accomplishment in a range of period skills and techniques.	The item shows accomplishment in relevant skills/techniques.	The item demonstrates a basic level of skill.	
Total Score				

Additional Feedback:

Appendix 4: Running and Judging Kingdom A&S Competitions

The following are guidelines for running and judging Kingdom A&S Competitions

- There should be a closing time for entry and judging for each Kingdom Competition
- There is no minimum entry for a competition to go ahead
- Entries cannot be retrieved from the Competition before the advertised Judging time has finished
- All entries, regardless of number of entries in a competition, shall be commented on
 - Judges should be asked to fill out the Judges Comment Form which is returned to the entrant. Feedback is important to entrants.
- Multiple entries are allowed
- Group entries – all members of the group get the same score
- Performing arts entries should be less than 10 minutes, unless otherwise advertised
 - A video, VCD or DVD is allowed if the entrant cannot make it to the event
 - The video entry, written documentation and completed forms should be sent at entrants' expense, to the A&S Officer organising the Competition, at LEAST 2 weeks before the event.
 - The entrant is responsible for ensuring the entry arrives and for organising for its return.
 - The entrant is responsible for checking the format in which the entry can be viewed by the judges
 - The A&S Officer will not be liable for loss of the entry
- Research papers should be sent to the A&S Officer in charge of the Kingdom A&S Competition, at least 2 weeks before the event
- Entry forms must be filled out in full by the entrant
- An entry can only be used once in Kingdom A&S Competitions, if it has won a prize previously in a Kingdom level competition.
 - This does not exclude it from being entered in other non-Kingdom A&S competitions
- Entry Forms and Judging Forms shall be returned to the KMoAS within 2 weeks of the event
- Each Championship goes from May Crown to 12th Night Coronation, with the winner being announced at the following May Crown event
- The winner of the A&S Championship is the entrant with the highest overall score, whether or not they have won each individual competition
- Maximum points, per judge, is 50
 - There are a minimum of 2 judges per competition
 - TOTAL per entrant is the average (out of 50)
- Entries are marked out of the following:
 1. Documentation – max 10 (if there is no documentation, this is 0)
 2. Authenticity – max 10
 3. Creativity – max 10
 4. Presentation – max 10
 5. Complexity / Skill – max 10

JUDGING GUIDELINES will be updated from time to time and can be found on the A&S Officer website.

Kingdom of Lochac A&S Championship

The Kingdom A&S Championship is designed to encourage gentles to enter the Kingdom A&S competitions. It is not just – who is the best of the best. We want to encourage newcomers or inexperienced artisans to enter as well as our experienced artisans.

- All entries to Kingdom A&S competitions receive a score (even if there are not enough entries for a competition to run)
- If an individual enters more than one entry in any single completion category, then only the highest score received for these entries will go toward the individual's overall cumulative score. This is to encourage diversity and trying new things and to avoid an individual winning based on entries in once competition only
- If an individual enters more than one single competition category, then each entry score will go towards the accumulative score (within the above restrictions)
- The A&S Champion is the gentle with the highest overall score (accumulative) over the year, from May Crown to 12th Night Coronation, the same year. You do not have to be a winner to have a chance!
- Scores are based on judging forms returned to me, from the A&S Officer running individual Kingdom A&S comps, (within 2 weeks please)
- The Champion is announced at May Crown (preferably) or Festival, each year
- The winners of each individual A&S Competition will be published on the A&S website. No running scores or rank will be published. In the past the winner has been a surprise! This is so no to discourage our inexperienced artisans. You can get a hint from reading the A&S competition winners but ... as points are accumulative, don't discount that individual that comes third each time but enters every competition ... This is also less daunting to newcomers and beginners in A&S

Event Champion

This is not a compulsory award and will only be awarded if the judges felt there is an extremely outstanding entry (see p 10 for details).

Criteria for this award are:

- Highest overall score for the overall Kingdom A&S Competition at any one Crown Event
- Outstanding quality, authenticity, documentation and wow factor, above and beyond any other entries supplied for that event and at a sufficiently high overall standard. It would be expected that the score would be over 42-45/50 (averaged)

Miscellaneous Kingdom Level Competitions

- There will be, on occasion, opportunity for the Office of A&S to help promote Kingdom level A&S competitions, in conjunction with the Crown, or other Kingdom level Officers. It is recommended to support these where appropriate, with verbal and written advertising, and supply a Kingdom level A&S bell for the winners
- It is advised that, in these circumstances, the competition should be run as per usual for other Kingdom level A&S competitions, as set out above and elsewhere in the A&S Handbook

(Competition Forms are in Appendix 3)