

# Meridian Constables Handbook

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## Part One Requirements

A. The officer must be a paid member of the SCA. An associate membership is acceptable if there is a Kingdom newsletter coming into the officer's home. Otherwise a sustaining membership is required.

B. The officer must be 18 or older.

To assume office, a person must submit a letter expressing the intention of holding the office. This letter must also contain the incoming officer's name (both mundane and society), address, phone number, and e-mail. E-mail is not required but preferred. The exiting officer, if there is one, must send a letter of resignation. If there is no predecessor, the group seneschal must send a letter acknowledging the incoming officer's assumption of the office.

A constable may be removed from office for just cause, including but not necessarily limited to the following.

A. Non-renewal of membership.

B. Failure to perform duties of office.

1. Unacceptable reporting

a. Not done in a timely manner.

b. Not done in a competent manner.

2. Chronic non-attendance at home group's events.

C. Any behaviors which would lead to the constable to be the focus of an incident report at his or another group's event.

## PART TWO SECURITY ISSUES

Security issues can be the most sensitive part of the constable's job.

Most common problems to watch for are:

- A. Minors
  - 1. With alcohol
  - 2. Disruptive behavior
  - 3. In dangerous places
- B. Alcohol
  - 1. With minors
  - 2. Drunk and disruptive behavior
  - 3. Drunk and belligerent behavior
- C. Theft
- D. Unsupervised fires

In many ways the security issues are the most difficult portions of the constable's job.

- A. Constables are in no way to consider themselves law enforcement officers of any kind.
- B. Constables have no authority to detain persons or to remove them from site.
- C. Constables have no arrest authority.
- D. Constables do have a responsibility to deal with problems at sites as well as possible within these limitations.

General guidelines are that all problems are to be dealt with in a non-confrontational manner using as much tact as needed. Should an individual at an event be unreceptive to this approach, the autocrat or seneschal should be summoned immediately.

Theft, drug usage, minors with alcohol, and any act of violence are to be brought to the seneschal's or autocrat's attention immediately. Any felonious behavior will **always** involve mundane authorities.

This aspect of the constable's job requires tact and judgment and should be taken very seriously when choosing the person to fill the office.

Any incident involving mundane legal authorities must be reported to the Kingdom Seneschal and the High Sheriff as soon as possible.

### PART THREE: TROLL PROCEDURES

Troll procedures are the simplest and most frequently performed portion of the constable's responsibilities. The constable is responsible to see that these procedures are followed properly at all of his group's events. This does not mean that he must always be the troll, but it will make his job easier if he makes certain that those working troll follow SCA procedures.

Instructions for filling out and application of the event sign-in sheet:

Step 1. Fill in the group name, event name, date, and page number on each sheet used.

Step 2. Keep count by numbering the box beside each name.

Step 3. Include each person's name in clear print: fill in his or her persona name as best you can.

Step 4. Include membership card number (to be filled in by the troll on site) and expiration date. For any persons who are not members, or cannot show the troll proof of membership, then print or type N/M in the slot marked **Member #** and have them fill in a slot on the non-member waiver (and print or type the non-member waiver page number in the Waiver number slot). Both non-member and minor waivers have page number boxes. Minor members do not have to fill out a waiver. Use their Membership number and the guardian adult's initials, not the troll.

Step 5. Print or type adult or "A" for adult; for minor print "C" and the child's age.

Step 6. Have the person to initial the box marked MKA initial if correct, not the troll.

Step 7. Print or type how many days they are staying. For example Friday, Saturday, and Sunday is 3 days.

Step 8. Write "Yes" or "No" in the feast slot depending on whether or not the person is paying for and eating feast.

Step 9. Print the price that they have paid in the cost slot.

Step 10. Print the check number or cash, depending on type of payment.

Step 11. Give them a receipt regardless of type of payment.

Step 12. Remember that a family (all members) pays no more than the cost for three adults.

Step 13. Remember that half price means the discount for minor members is subtracted after the division. Example if the non-member adult price is \$20 the minor non-member price is \$10 and the minor member price is \$7 (20 divided by two minus 3). If this is not the group's intent, set the event price structure up accordingly.

**Note: Persons with no proof of membership MUST pay the non-member price and fill out the Non-Member Waiver, or NO PLAY! The label of a S.C.A publication is adequate proof, but just enough to get the member prices; they still must fill out the waiver.**

**Instructions on filling out the non-member wavier, for adults only:**

Step 1. Print or type the group name, event name, and date, and include a page number in the box at the top right hand side of the sheet.

Step 2. Have them print the date and mka name, and sign (one person per slot). Up to 10 people can sign on this sheet. Don't forget to include the page number in the slot marked waiver page number.

**Instructions on filling out the non-member minor waiver:**

Step 1. Have the legal adult fill out this form on each non-member minor.

Step 2. Place a number in the waiver number box in count order as they are filled out, to keep count of the waivers.

Step 3. Print the waiver number on the event sign-in sheet in the slot marked **Waiver**.

**Instructions on the medical authorization for minors and designated adult in charge forms:**

Anyone bringing a minor (younger than 18 years old) to an event, member or non-member, these two forms must be completed and copies provided for each child. Read and fill in the forms. These forms must be completed before the child can be let on site. These forms are unnecessary if the child belongs to the adult.

**These forms must be notarized to be valid in Florida. They must be notarized for taking someone else's child to an event in Florida or taking a child from Florida to an event anywhere.**

**After hours event sign in sheet:**

This form must be placed in the most common area of the event site where every one who comes in after troll hours will know where to sign in. Please put up a sign so that when troll is closed, people can sign in.

This form does not take the place of actual troll. Please make every effort to contact whoever signed in the previous night while they are still at the event.

**Troll changeover procedures:**

When changing shifts at troll be sure to have the person in charge of the money and the person receiving the money each count it independently and write down the total. This provides a paper trail for the protection of everyone handling the money.

Write down any money taken from the moneybox and get it double signed by the Seneschal or reeve.

**DO NOT PAY FOR ANYTHING FROM THE TROLL BOX.** Giving cash from the troll box leads to opportunities for miscounting and recrimination.

## PART FOUR, REPORTING:

The only reporting responsibility of the constable is the event report.

### **Reporting procedures:**

Step 1. Complete the constables report form in full.

Step 2. Make a copy for local records. Records must be kept 7 years for adults and 20 years for minors.

Step 3. Send originals to the High Sheriff or the reporting deputy (if a reporting deputy is assigned) within 30 days after the event. Their addresses are in the back of *Popular Chivalry*.

## **PART FIVE KINGDOM LEVEL EVENTS**

When hosting Kingdom level events there are some extra things to do.

- I. **You must review your intended troll and security procedures with the High Sheriff.** In most cases this will simply verify that the procedures are in place and understood by the troll staff and the overseeing constable.
- II. Provide means for express processing of Royalty, both our own and visiting Royalty from other Kingdoms. The Crown is always busy and does not need to stand in line for any more time than is absolutely necessary.