

KINGDOM OF LOCHAC

CONSTABLES' HANDBOOK

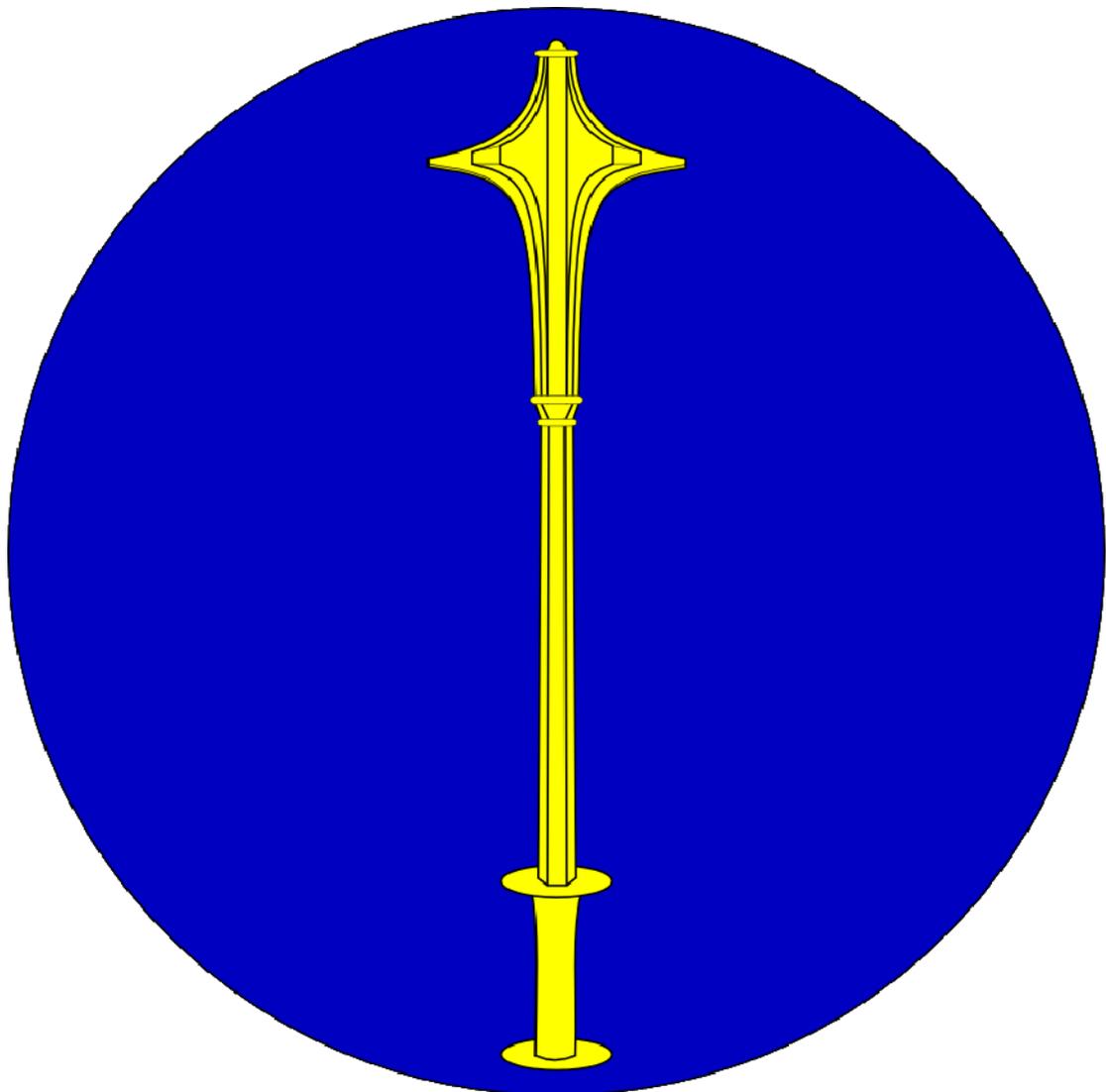


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1 INTRODUCTION

1.1 PURPOSE OF THIS HANDBOOK

This handbook is a guide to how this office can be run. It includes requirements and recommendations on what to do, and what not to do, as is appropriate to the Kingdom of Lochac. Some sections will be more relevant to Australia than New Zealand, this will be stated when needed.

1.2 BADGE OF THE CONSTABULARY

The badge of the constabulary is Azure a flanged mace Or (as per front cover of handbook). All Constables on Duty should be wearing the appropriate identifying badge where possible.

1.3 WHAT DO YOU NEED TO DO TO BECOME A CONSTABLE?

- Be 18 years or older
- Preferably had some form of training – talk to your group constable!
- Follow the guidelines as directed in this handbook
- Have knowledge of local/state laws, Corpora and Lochac Laws
- Be rostered by the group constable
- Have an ability to stay calm and courteous in the face of adversity, and calm down upset people
- To be a group officer in Australia, be a subscribing member of the SCA. Note: event members can be constables at events, but not constable-in-charge.

If you are under 18 years of age then you can still assist the constabulary in a number of ways, see your local Group Constable and volunteer to help out.

1.4 TYPES OF CONSTABLES

The types of constables and the roles they play in Lochac are:

Kingdom Constable (KC) Is the constable for the Kingdom – must be a subscribing member of the SCA.

Group constable (GC) Is the constable for a shire, barony, canton, college or other local group. Must be a subscribing member of the SCA. Rostered by the KC.

Constable at large (CAL) Is any person in the SCA who has been trained and rostered by a group constable. No subscribing membership is required. CAL's assist the group constable or CIC at events.

Constable in charge (CIC) Is the person who manages the constabulary activities for a specific event. Must be a CAL, GC or KC. For events in Australia, must be a subscribing member of the SCA.

Constable in training (CIT) Is a trainee / lucky volunteer. No subscribing membership is required.

2 CONSTABLES IN LOCHAC

The constables of Lochac fulfil five main roles:

- To be the main safety officer at SCA events
- To collect indemnities as required by corpora and our insurance company (Australia only)
- To police mundanity
- To maintain order and good conduct at events
- To administer lost property

Group constables have some extra responsibilities; for details please see Section 4 “Group Constables”.

2.1 WEAPONS POLICY

Constables on duty will not carry weapons of any description. Maces, in particular, are restricted items (aka: illegal to carry) in most or all of Australia.

2.2 ALCOHOL USE BY CONSTABLES

Constables may not use or be under the influence of alcohol or other drugs while on duty. If you aren't fit to drive, you cannot be on duty.

2.3 THE MAIN SAFETY OFFICER AT EVENTS

Health and safety is everyone's responsibility and can be generally managed by identifying hazards (things or situations that could hurt people) and making them safe. Examples include:

- Ensuring walkways are clear of clutter and potential dangers like holes in the ground, unmarked guy ropes (use tags to make them visible at night) and electrical cords that are not taped down.
- Checking the event grounds for potential hazards like holes, sharp objects or glass.
- Visual barriers for chasms, cliffs, hilltops & other dangerous terrain.
- Ensuring that vehicles (especially fire brigade and/or ambulance) can access all areas.
- Being aware of evacuation procedures for buildings - does it have a smoke alarm, exit lights?
- Figuring out where the fire extinguishers are, and making sure fires are not left burning unattended.
- Be aware that the two most dangerous places in Lochac are not tournament fields, or the privies, but rather the inside of the kitchen(s), and the tops of ladders! Ensure that you know who is in charge of the event kitchen, and of putting up/taking down decorations.

You will need to check for these hazards before the event starts, and check on them during the event, particularly in multi-day events and where fire is involved. Make sure you inform the other event officers and, if necessary, get the herald to inform the populace.

Where you have a large or complex event (such as camping) you should consider arranging the following:

- Person is designated as (and made aware that they are) the emergency driver as required.
- Vehicle has unhindered access and entry to and from the site.

- Mobile phone, and/or directions to the nearest landline telephone for emergencies.
- Ensure that the contact details and location of the nearest after-hours medical care is known to the driver and other event staff, along with the best route to get there.

2.4 COLLECTING INDEMNITIES (AS REQUIRED BY SCAA INSURANCE)

This section applies to events and activities held in Australia only.

2.4.1 WHY DO WE NEED TO SIGN INDEMNITIES?

Our insurance company requires us to sign indemnities and it is a condition written into the SCAA insurance policy. The insurance agent is well aware that an individual cannot sign away their rights; however they can signify intent and acknowledge the danger of any activities that they are undertaking. Indemnities are required to be part of our insurance process for this reason.

2.4.2 WHEN TO COLLECT INDEMNITIES (AND WHEN NOT TO!)

Collect Indemnities only where the SCA has sanctioned the activity and the SCA Ltd insurance is in play. This includes:

- SCA events
- Each SCA fighter / fencing / archery / boffer practice
- Each SCA meeting. This includes business meetings and all A&S activities such as dance practice, theatre practice, singing, sewing sessions etc.
- Each SCA demo (all participants, but not observers. See below)

For all SCA sanctioned activities, they must be approved by the group Seneschal and advertised as an official activity or event. You do not need to collect indemnities if the activity is not covered by the SCA Ltd insurance. Examples include all events in New Zealand, post revels, private training sessions and the like. If you are in doubt as to whether or not an event is covered by the SCA Ltd insurance, ask your group seneschal.

Members of the public observing in a public park or at a demo (audience) should not be asked to sign an indemnity provided that they are not participating in the activity. Holding an object such as a sword to look at is not considered participation, however swinging a sword at a pell or using the object for its intended purpose would be considered participation.

While it is the Marshal-in-charge's responsibility to ensure that safe boundaries and buffer zones are designated to ensure the safety of spectators, constable's may assist with keeping spectators at the designated safe distance.

2.4.3 COLLECTING INDEMNITIES

Indemnities must be filled in with legal names and signatures, as they are for reference in legal proceedings and must be counter-signed/witnessed at the time of signing by a person over the age of 18 years.

Minors who are attending an event or activity with a person who is not their legal parent/guardian must have written authorization with them stating who their legal parent/guardian has given temporary guardianship to. See the Lochac constable page (<http://constable.lochac.sca.org/>) for the link to the 'Nomination of Caregiver form and guidance'.

Refusal to sign an indemnity is grounds for exclusion from an event or activity. You may have to politely chase some people. If they are particularly obstinate, politely offer to refund their money and ask them to leave site and include this in your report.

Combat cannot begin until all attendees have signed indemnities. Those who arrive after the combat begins must sign in immediately.

Indemnities are to be collected at the entry point to the event so that no-one can enter without signing. If you are the CIC you don't have to remain at the gate and can delegate this responsibility out to other constables so that you can carry out the other duties and responsibilities.

2.4.4 THE INDEMNITY FORMS

The indemnity forms used in Lochac are:

- Site Indemnity (sometimes called the Member Sign-In Sheet)
- Member Without Card Indemnity
- Non-Member Indemnity
- Minor Indemnity

Site Indemnity

The Site Indemnity is completed by all subscribing members of SCA Ltd (Australia) who can provide proof of their membership and proof that they have a valid indemnity on file. Minor (under 18) subscribing members will be entered by their parent or guardian. The Site Indemnity form has had recent changes that mean that it records receipt of payment as well (in Australia only).

New Zealand events have a different Member sign in sheet, which is not an indemnity and which may be found on the SCANZ website <http://sca.org.nz/documents>

Member Without Card Indemnity

This Indemnity is completed by adult subscribing members of SCA Ltd (Australia) who can produce proof of membership but cannot provide proof that they have a valid annual indemnity on file. An example would be someone who has a receipt for their membership, but has not yet received their card in the mail. At events where the gatekeep has access to a copy of the registry, members without cards do not need to sign an indemnity.

Members without up-to-date indemnities are still members and do not pay for a \$5 event membership.

Non-Member Indemnity

This Indemnity is completed by all adult attendees who are not subscribing members of SCA Ltd (Australia), or cannot prove that membership.

Subscribing members of organisations affiliated with SCA Ltd (including SCA Inc NZ, SCA Inc (US) and the SKA's) who can show a valid membership card must mark their form with a large "A" (for Affiliate) and do not need to pay for an event membership. The SCAA will pay on their behalf.

All other people who complete a Non-Member Indemnity must purchase an Event Membership for \$5.

Minor Indemnity

A copy of this Indemnity is completed by the parent or guardian of each minor (under 18) attendee, with the exception of those minor subscribing members who have proof of membership and proof of a valid indemnity on file, which are entered on the Site Indemnity (as described above).

Minor subscribing members of organisations affiliated with SCA Ltd (including SCA Inc NZ, SCA Inc (US) and the SKAs) who can show a valid membership card must mark their Minor Indemnity form with a large "A" (for Affiliate) and **do not need to pay for an event membership**. The SCAA will pay the insurance cost on their behalf.

Minor subscribing members of SCA Ltd (Australia) who can produce proof of membership but not proof of a valid annual indemnity on file must also have one of these indemnities completed for them. Write "member" in large letters on the form – **these members do not purchase an event membership**.

All other minors (of any age) who are entered on a Minor Indemnity must purchase an Event Membership for \$5.

2.4.5 STORING INDEMNITIES

Original indemnities must be stored in such a manner that a responsible party can easily retrieve any needed form. We must keep adult indemnities for 7 years and minor indemnities for 20 years.

All indemnities from events are to be scanned into Dropbox by the local group Reeve, or the reeve may liaise with the group Constable and delegate this task to the Constable. Paper copies should be stored either with the Reeve, or in a safe location to which the group Seneschal, Reeve and Constable have access. The location of the paper copies should be included on the Constables report. Keep them safe and dry, and in a state where they can be easily retrieved for a given date or event, even years after the fact. Protect the forms from heat, rain, flooding and rats! Plastic boxes with secure lids are a good option.

2.5 POLICING MUNDANITY

This involves a measure of common sense to maintain the atmosphere of the event. Firstly, always address your clients in a courteous period fashion to attempt to draw them into the event. Secondly, while manning the site entry and collecting indemnities, you will have the opportunity of reminding people about the mundanities that often creep into events. The types of things that are commonly forgotten include:

- Mobile phones – should be switched to vibrate and preferably for emergency only (e.g. – family/work).
- Modern chairs, eskies/chilly bins, etc. should be covered if they haven't got period equivalents.
- Modern drinking vessels (coke cans) and plastic bottles (particularly soft drink bottles) should remain out of site and preferably covered.
- Smoking should be kept at a distance away from the event, and only use designated areas.
- Any other obvious mundane things that will stick out – out of sight is out of mind
- Individuals attending events in mundane clothing should be directed to the Event's Hospitaller. See Corpora

Please note – sunglasses, glasses, footwear and any medical aids get a pass.

2.6 MAINTAINING ORDER AND GOOD CONDUCT AT EVENTS

This area of the constabulary is the most mixed and complex side of the office. It involves dealing with people in a number of potentially risky circumstances. You should avoid any physical contact and call for assistance where and when required (e.g. – either another constable or the police). Always refer to people with courtesy – sir/ma'am for visitors, milord/milady for SCA people.

2.6.1 VISITORS

Media

The majority of media personnel will only turn up to an event when invited. In which case, a person should have already been appointed to assist them by the Seneschal. If not, then contact the Seneschal immediately and liaise with them regarding permission to allow the media to attend or record the event. Remember that the media should not be encroaching on the feel of the event.

Police

Police have the powers to check out any event for security and safety issues. Should police attend at your event greet them politely and direct them to the steward of the event or the Seneschal immediately.

Members of the Public

These could be passers-by, interested people or individuals wanting to take advantage of the situation (such as thieves). Someone who is genuinely interested should be directed to the Hospitaller. If they want to become involved in the event they should be welcomed to sign an

indemnity, buy an event membership and get assistance from the Hospitaller with appropriate clothing. If they just want to watch, ask that they outside the borders of the event – where they won't get hurt or detract from the medieval atmosphere. In order to ensure safe distances for spectators, ensure that the borders are clearly identifiable as such.

2.6.2 POTENTIAL THREATS

Most people wanting to take advantage of a situation will probably be acting strangely. They may not wish to engage in eye contact and will be looking to take advantage of a weak point. Most often they will be looking for cash or valuables.

If you suspect someone hanging around the event then report your concerns to the steward and team so that a number of people will keep the person / area under observation. Inform the people working at the gate to take extra diligence with takings. Ask the herald to do a general announcement to the group to remind them to place purses, wallets and other valuables out of sight.

If the person is in any way interfering with the event then a polite but firm request to leave the area should be given. If you are concerned about possible responses then the best course of action is to have another member to accompany you. Do not bring weapons and do not threaten them.

If the person fails to leave or you suspect the person is under the influence of alcohol or drugs and could be a danger to the general group, then call the police.

Make a record of any identifying information including appearance or vehicle registrations.

2.6.3 PATROLLING VEHICLE PARKING AREAS

Remember that a large collection of cars with all sorts of interesting stuff in view are likely to attract the attentions of some 'undesirable' people. A reasonable response to this situation is to remind the populace that they should lock their cars, especially when the main area of the event is not located in view of the vehicles. Also, having someone do a meandering patrol at irregular times, i.e. once every hour or half-hour, is often enough to discourage those who would take advantage.

2.6.4 GROUP MEMBERS WHO ARE CAUSING TROUBLE.

No matter who you are dealing with always keep your temper and maintain a calm, non-threatening attitude. If help is available, use it! Call on friends or family of the people involved (preferably more sober or calm individuals) to intervene and, if necessary (for example, for very intoxicated people), stay with them.

If the person continues to disrupt the event then ask them to leave and accompany them from the event.

Be polite but firm, no matter what is being said. Try not to get drawn into negotiation or blame-games; once you have made the decision to exclude the person from the event then that decision is final. Remember it takes one person to be troublesome but two people to make an argument.

After the person is escorted from the event make sure that they do not try to re-enter the event. Appoint either yourself or another Constable to monitor the door and make sure that no one leaving will be put at risk of harassment from the evicted person. This may include escorting people to their car and/or warning them of the risk at the door.

If the person, or people, continues to be troublesome then call the police.

2.7 ADMINISTERING LOST PROPERTY

As they are often the last to leave any site, Constables collect any articles left behind. Your group constable takes charge of these items, stores them and should bring the unclaimed items to the next few events for viewing. They will store them and advertise them in the local newsletter. If it is a large event with wayfarers you may also consider advertising the items in Pegasus.

In most groups, articles not claimed within six months are sold and the funds donated to the group, or perhaps used to cover the cost of running the office. Either way the funds must go through the local reeve's books. Check with your state law enforcement office regarding mundane legal requirements of lost property disposal.

2.8 EVENT REPORTS

A template for a report from the constable in charge of an event can be found on the Lochac constable's page: <http://constable.lochac.sca.org/>. Event constables should report to the steward and the group constable within 2 weeks of the event.

2.9 ANIMALS

Lochac does not have a policy around animals at events, nor does Kingdom Law have anything to say. Spanning two countries, several states and territories, and numerous local Council areas as it does, a single policy would likely not meet the requirements of the various mundane laws.

People do like to bring their animals to events, however, and as Constables you may be asked whether this allowed. Below are some guidelines to assist you if you are asked.

Are animals allowed at events? This would depend upon national, state and local laws allow and the sites own regulations. If the question comes up before an event, pass it to the event steward or organiser so that they may make enquiries of the site.

Who is responsible for the animal? The owner of the animal is responsible for the animal and its actions. The owner should have control over their animal at all times. The owner and animal should comply with reasonable requests by the event steward, constable, or senior Seneschal and may be asked to leave an event for just cause.

Service dogs and Assistance dogs: Persons partnered with a service or assistance dog have total access rights in nearly all situations. This is defined as part of the Disability Discrimination Act 1992 in Australia, and the Human Rights and/or Dog Control Act 1996 in New Zealand.

Emotional Support dogs

Emotional Support Animals do **not** have the same public access rights as Service/Assistance dogs in either Australia or New Zealand, which means that if access is requested the answer may be 'No'. However, as with all aspects of the SCA, exercise courtesy and empathy should you need to advise a person that their support animal cannot attend an event.

Can animals come into feast halls? Unless you know that the site allows animals in the hall, it is safest to assume that their presence is not allowed. (assistance animals excepted, of course).

Horses: It is recommended that questions regarding horses be directed to either local Deputy Equestrian Marshall, or the Kingdom Equestrian Marshall.

3 EMERGENCY SITUATIONS

3.1 MEDICAL EMERGENCIES

In a medical emergency the surgeons have primary control of the situation and any assistance from the constabulary, other than to keep spectators clear of the area, will be given only at the direct request of a surgeon.

Depending on the severity of the injury, if you have no surgeon on duty, call for assistance from anyone with current first aid or better qualification. If no-one has these qualifications then the CIC of the event should have access to information such as the nearest medical centre or hospital and should be able to assist in facilitating transport if an ambulance is not required.

If an ambulance is required,

- Ensure that you have someone available to direct the ambulance to the right area.
- Ensure you have someone on hand to assist to prevent the situation from deteriorating.
- Provide assistance as directed by ambulance personnel

3.2 FIRES & OTHER EMERGENCIES

If the situation cannot be handled by people at the event – call the appropriate Emergency Service:
On a mobile phone, anywhere in the world: Dial '112'
On a landline in Australia: Dial '000'
On a landline in New Zealand: Dial '111'

3.3 EMERGENCY REPORTING

3.3.1 MEDICAL SITUATIONS

Any medical situations require a report which includes the following information:

- Name of injured person(s) – mundane & SCA
- Description of injury
- What was the outcome?
- Brief description of circumstances which led to the injury

This report is to be attached to the event report and stored with the event indemnities and other paperwork relating to the event. If there was no surgeon in attendance then forward a copy of the report to your group surgeon and/or group seneschal.

3.4 SERIOUS INCIDENTS

In addition to the standard medical reporting, serious incidents should be quickly reported to the event steward, the group seneschal, and your superior constable. The Kingdom Seneschal must also be advised asap if any emergency services are called. Such incidents may include:

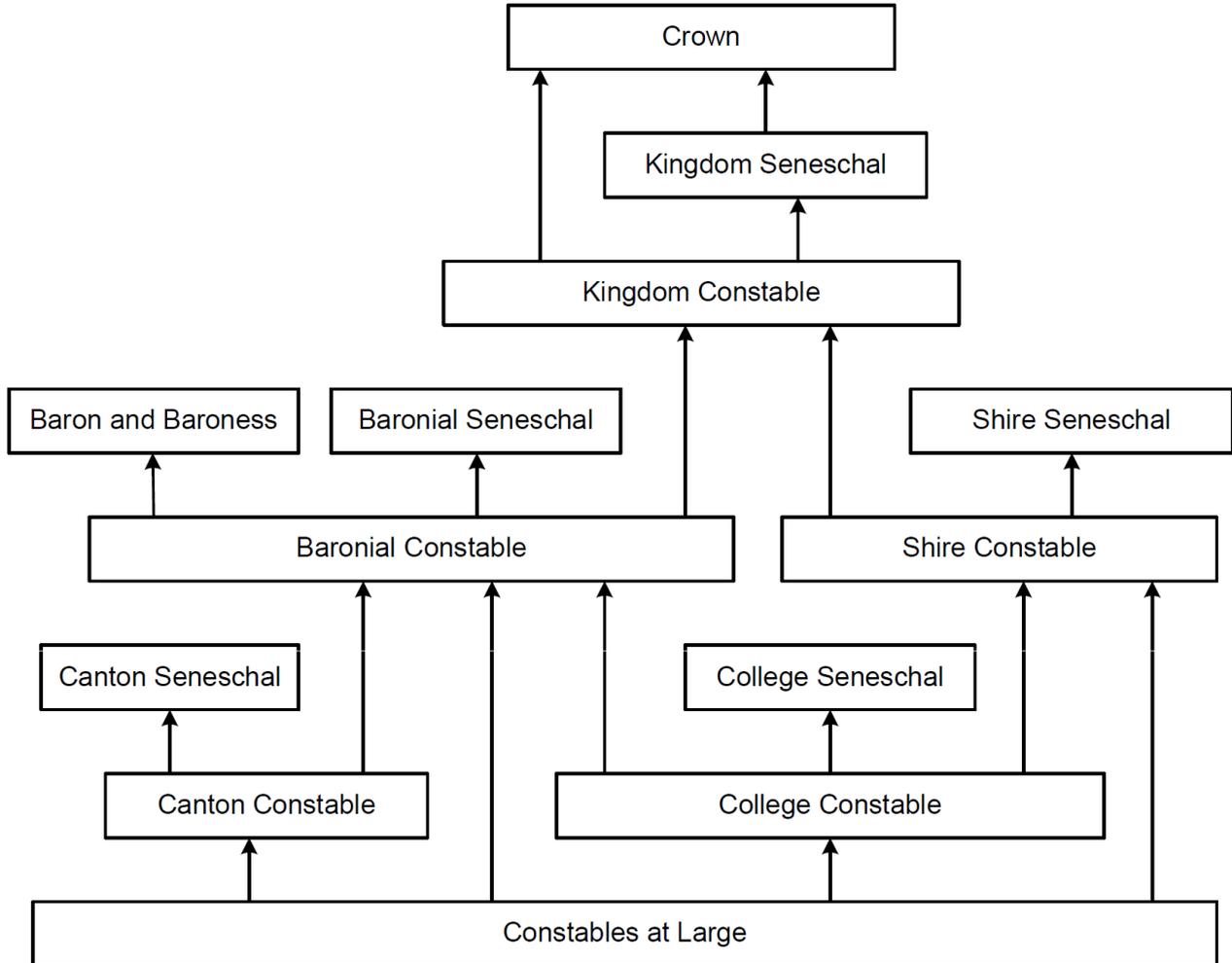
- Calling any emergency service to an event
- Threatened lawsuit
- Financial irregularities.
- Violations of rules or Laws by officers
- Potential insurance claim

Don't wait for a regular reporting period – send a written report within 24 hours (while the details are fresh) and include all the details you can.

4 GROUP CONSTABLES

This section of the handbook explains the duties of group constables in Lochac and how they are appointed.

4.1 ORGANIZATION & REPORTING STRUCTURE FOR THE CONSTABULARY IN LOCHAC



All group constables report to their group seneschal. Canton and college constables report to the constable of their sponsoring group. Constables of an incipient branch report to the constable of the sponsoring branch. Baronial constables report to their group nobility and the Kingdom Constable reports to the Crown.

In this handbook, the constable you report to is referred to as your “superior”.

4.2 ROSTERS AND APPOINTMENTS

The appointment process for SCA officers is described in the governing document of the SCA section VII.J. The Kingdom Constable is appointed by the Crown and all group (barony, shire, college and canton) constables are appointed by the next superior officer. Barons and Baronesses should ratify the decision before the appointment of officers in their group.

The Kingdom Constable maintains a roster of all Constables within the Kingdom.

Baronial, shire, canton and college constables all maintain a roster of all constables at large within their group, and provide it to their superior officer whenever requested. All group constables must be subscribing members of the SCA.

4.2.1 ROSTER INFORMATION

- Mundane name
- SCA name
- Address & contact details (e.g. phone, email and preference as to contact method)
- Member number and expiry date (for subscribing members)

4.3 SUSPENSION/REMOVAL OF A CONSTABLE – FROM OFFICE OR ROSTER

A Constable may be removed from the Office by the superior officer for just cause, stated in writing to the officer, as per section VII.M of the governing documents of the SCA. The Kingdom Constable can also be removed by the Crown.

4.4 GROUP CONSTABLE REPORTING

The reporting timetable for group constables is dictated by the Lochac Laws section **IV.3 Reporting**. The laws can be found online at <http://lochac.sca.org/laws/>.

A group constable report template can be found on the Lochac constable's page: <http://constable.lochac.sca.org/>.

4.5 TAKING UP THE GROUP'S OFFICE

Contact your superior – say 'hi' and make sure they have enough information to roster you. Check through the office paraphernalia (and box-loads of indemnities!) you have been given, and remember to subscribe to the Constable's mailing list (<http://lochac.sca.org/mailman/listinfo/constables>).

Contact the constables in your area (particularly any who will be reporting to you!) and let them know what you require of them regarding reports, information and assistance. Update your roster information. Also let them know your availability to them if they need you.

If problems arise remember you are not alone, talk to people. Your fellow constables and your superior officer are there to help. Ask/call/plead for some deputies as soon as you can – the person you are taking over from is a great place to start. Deputies are folks who can tend the office if Life™ hits with a vengeance and to possibly take up the office when you retire.

4.6 SUGGESTIONS FOR A WELL-RUN OFFICE

- Report regularly.
- Recruit and train constables at large, keep them abreast of current policies.
- Work with the group seneschal, event stewards and the marshallate and ensure that someone is available to take indemnities at group events and ensure that you get reports from those events.
- Keep the office paraphernalia and a filing system in reasonable order. Other Hints & Tips:
- Avoid knee-jerk reactions, gossip and politics.
- Stay calm in the face of all angst.
- Think things through and take your time - often things resolve themselves or their origins become evident when things calm down.
- Maintain confidentiality. A need to know policy is well advised.
- Feel free to talk to superiors/seneschal. You can sometimes talk your way to the solution just by verbalising.

4.7 CODE OF CONDUCT AT GATE

In the interest of ensuring that all participants at events clearly understand the behaviour expected of them, and accept the authority of constables to instruct them, the Kingdom Seneschal has directed that the Code of Conduct be displayed at gate, preferably as a laminated sheet. At the time of writing, SCA Ltd has such a code, SCANZ does not, so it is recommended that NZ groups use the Australian Code for the time being. The Code may be found at <http://sca.org.au/board/documents/policy/code-of-conduct>

As Constable, be sure to pass this to your rostered gate staff and event steward

4.8 RETIRING

The standard term of office is two years. Extensions of up to two years may be requested. At least three months before retiring, advise your seneschal, the Crown as appropriate, as well as your superior constable.

Advertise for a replacement for your office, even if you have a deputy who would like the job (this allows people who were previously unable to assist with the office a chance). Ask for replies in writing – you will need to forward them, along with a recommendation, to your superior officer (the person you report to). This superior constable will make the appointment, but will probably rely heavily on your advice, particularly if they don't live in your group.

At least a month prior to the handover, both you and the incoming should write to your superior constable and ensure that all warrants/rosters and contact details are in order.

Together check through the paraphernalia and files making sure all is in order.

Hand over your office. It is expected that you will serve as a deputy/mentor for the new constable for a few months, if you are able.