

## MINISTER OF THE LISTS

### A. WARRANTS

1. All ministers of the list (MOLs) must be members of the SCA, Inc., and must submit an MOL warrant form with their membership number and expiration date to the Kingdom MOL. This form must be filled out completely and submitted whenever their warrant card expires. An MOL warrant expires when the holder's SCA membership expires.
2. All MOLs must make the Kingdom Minister of the Lists aware of any subsequent changes in address or status.
3. Warrants require the following: SCA name, mundane name, today's date, full, valid mailing address, phone number (for questions), e-mail (if applicable), region, group or at-large designation, identification of region or group, website identification permission/denial. The applicant is also asked to sign the SCA legal waiver on the back. NOTE: MOL warrant cards will only be sent to residents of Aethelmearc (by mailing address) or to recognized subjects of Aethelmearc (by formal paperwork filed with the Kingdom Seneschal and announced in the Aestel; date of allegiance change to be filed with initial authorization paperwork and confirmed before card is issued).
4. All groups of barony size or larger must have a Minister of the Lists as an officer. The group MOL must be warranted if they are expected to run tournaments for the group (MOL-in-charge). If an unwarranted individual becomes group MOL, they can participate as an officer, but they cannot act as MOL-in-charge at an event. They can assist a warranted MOL, and this is expected as part of their MOL training.

Unwarranted group MOLs should become warranted within one year of taking office. Changes in a group's MOL must be communicated to the Kingdom MOL by both MOLs (incoming and out-going) and confirmed by the group seneschal.

### B. WAIVERS

1. SCA legal waivers DO NOT have to be signed prior to adult heavy weapons or fencing activities at events if the combatant presents 1) a current yellow Aethelmearc authorization card or 2) an SCA blue membership card to the MOL-in-charge.
3. SCA legal waivers MUST BE signed at every youth or equestrian activity, following their respective policies.
4. An out-of-kingdom participant must present a current authorization card from their Kingdom in order to participate in Aethelmearc combat activities. If they do not have a current SCA membership, they must sign the SCA legal waiver at the MOL table.
5. Participants who are not authorized but wish to practice for authorization at an event must sign an SCA legal waiver.
6. All signed waivers from combatant check-in are submitted to the Kingdom Waiver Secretary/Archivist.
7. In the absence of an MOL-in-charge, signed waivers must be collected by the marshal-in-charge, and the marshal-in-charge shall send them to the Kingdom Waiver Secretary/Archivist.

### D. REPORTING REQUIREMENTS

1. Reports are required within 30 days after each event where combat occurred. These should include the following information: the reporting Minister of the List's mundane and SCA name(s), address and home group, event name,

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location, and sponsoring group, date the event was held, autocrat, marshal-in-charge, surgeon in charge, what tournament was held, who fought in tournament, who won (if applicable), and a list of any authorizations done (name and form). These reports can be filed electronically or in paper form. If multiple tournaments are held at an event, multiple tournament reports, or a single comprehensive report, are/is required. If multiple melees are held at an event, multiple combat reports, or a single comprehensive report, are/is required. Rosters of combatants and tournament trees may be discarded after all reports have been filed.

2. In the absence of an MOL-in-charge, authorization cards must be presented to the marshal-in-charge, waivers signed if needed, and the marshal-in-charge shall file the event report(s) with the Kingdom MOL.

3. Authorization forms should be immediately sent to the appropriate individual (Authorizations Clerk) for processing, even if the event report is not yet completed.

4. Anyone with an interest in the lists can speak to the Kingdom Minister of the Lists about becoming an MOL-at-large. MOLs -at-large will be warranted as well, using the warranting procedure described in section A.

### E. RECORD RETENTION POLICIES

1. All paper and electronic records will be retained for at least one year. All paper files will be shredded when purged.

### F. KINGDOM MOL RESPONSIBILITIES

1. Run the list for Kingdom Crown Tournament.

2. Identify and appoint regional MOLs.  
3. Teach and assist other Ministers of the List in the execution of their duties.

3. Maintain and distribute the Æthelmearc Minister of the Lists handbook, which includes the current policies and forms as well as details of how to run different types of tournaments.

### G. KINGDOM MOL

#### REQUIREMENTS:

To effectively execute the position, a candidate will need the following:

1. A computer, either PC or Mac. The machine should be fairly recent and of sufficient power to handle the processing of the MOL database, if needed.
2. Appropriate software to manipulate the database if needed.
3. A color printer for laminated cards, if needed.
4. Approximately 2-5 hours per week to process paperwork (if needed) and handle requests and questions.
5. Internet and e-mail access.
6. The ability to travel to events throughout the kingdom.
7. A current membership.