

# The Minister of Arts & Sciences Handbook Kingdom of Caid

Second Edition  
March 2013

(Reprinted with Additional Resources March 2014)

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Rules for Martial Studies under the Office of Arts and Sciences in Caid  
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This is a reference and how-to manual for Ministers of Arts & Sciences in the Kingdom of Caid. This is not a publication of the Society for Creative Anachronism, Inc., and does not delineate SCA Policy. The Kingdom Minister of A&S can be contacted via [arts@sca-caid.org](mailto:arts@sca-caid.org).

## **Introduction**

Welcome to one of the most fun jobs in the Society for Creative Anachronism, being a Minister of Arts & Sciences. In your new officer position, you'll be doing four main jobs:

- Advancing work in the field of Arts & Sciences (A&S),
- Being a resource person for your group,
- Facilitating the research, creative artistic and scientific work, and teaching that happens, and
- Recording (through your reports) what happens in A&S in your area.

You don't have to be an expert in everything A&S to do the job. You just need to know how to track down resources and share information.

## **The Ministry of Arts & Sciences**

The Society for Creative Anachronism, Inc. (SCA) is a nonprofit organization devoted to the study of history, especially that of Western Europe before 1700. We're a living history group that encourages an environment where people can research and recreate the arts, sciences, and culture of those times.

In the SCA, we learn by doing. We make and wear authentic clothing, sometimes made from fabric we've spun, dyed, and woven. We redact, cook, and eat meals based on period recipes and made in cookware that looks and works like artifacts or what's seen in artwork. We do this using traditional tools and power tools, paying attention to why and when and how we're doing things differently than they would have been done in the periods we're studying. Sometimes we record what we're doing using illumination and calligraphy techniques that are many hundreds of years old, skills that are quickly being lost in our current culture.

We even fill in the missing pieces where a technique or craft was lost to history because no one dared to record trade secrets – or saw the need to record the things “everybody knew.” We’re relearning these things, on the job training that we document with photos and computer notes (as well as in handmade books) and post on the Internet so what we’ve found won’t be lost anymore. We share what we’ve learned with each other and the community around us.

The Ministry of Arts & Sciences is at the heart of this recreation and education. We add to the SCA’s body of knowledge through our own research and artistic work. We connect the people and resources that let the living history of the SCA happen. We facilitate teaching. And we provide a path through which those things can be recorded.

### **Becoming a Minister of Arts & Sciences**

To serve as a Minister of Arts & Sciences, you must be a member of the SCA. You must also be warranted. If an A&S officer’s membership expires, the warrant automatically expires at the same time. To continue on in the office the person must then go through the entire warranting procedure all over again. Slogging through paperwork is no one’s idea of fun, so the warranting procedure now makes it easier to get warrants done. (Just be sure your membership stays current the entire time you plan to be in office!)

The Agreement to Serve verifies that the incoming officer is acceptable to the leadership of the territory. Here’s how to use that form to get warranted:

1) Incoming arts and sciences minister:

- Complete all the requested information on the Agreement to Serve.
- Sign it.
- Give it to the current arts and sciences minister.

➤ Note: If the office is vacant (that is to say if there is no one to sign as a current officer) write “no retiring officer available” on the signature line and give the

form to the territorial seneschal. The seneschal will then complete the following steps in place of the non-existent retiring officer.

2a) Current arts and sciences minister of a canton, college, or stronghold:

- Sign the Agreement to Serve.
- Have the baronage sign the Agreement to Serve.
- Have the baronial arts and sciences minister initial the form next to your signature.
- Scan the form.
- Send the form to [arts@sca-caid.org](mailto:arts@sca-caid.org).
  - Copy the baronial arts and sciences minister. Copy the incoming arts and sciences minister. Copy the territorial seneschal.
- Place the signed original of the Agreement to Serve in your files.
  - Officer files are the property of the SCA. Keep your files in a safe place and turn them over to the incoming Minister of Arts & Sciences when you step down. If the office will be vacant after you step down, give the files to the territorial seneschal.

2b) Current arts and sciences minister of a barony:

- Same as above, without the initials.

2c) Current arts and sciences minister of a shire:

- Sign the Agreement to Serve.
- Have the seneschal and another officer sign the Agreement to Serve.

- Scan the form. Send the form to [arts@sca-caid.org](mailto:arts@sca-caid.org).
  - Copy the incoming arts and sciences minister. Copy the seneschal.
- Place the signed original of the Agreement to Serve in your files.
  - Same note as above about officer files being the property of the SCA.

The Kingdom Minister of Arts & Sciences (or a designated Deputy Arts & Sciences Minister for Warrants) will complete the warrant, sign off on it, obtain the Crowns' signatures, and add you to the Arts & Sciences roster warrant. You should receive either an original or a scan of the signed warrant. It is your responsibility to obtain a completed warrant for your files. If you do not receive one in a reasonable amount of time contact the Kingdom Minister of Arts & Sciences at [arts@sca-caid.org](mailto:arts@sca-caid.org).

Warrants are in effect for two years. If you wish to renew your office, submit a new Agreement to Serve form. Processing paperwork takes time (usually more than we want), so it's best to submit your Agreement to Serve a few weeks before your warrant expires. A person can hold the office for a very long time, but to avoid burnout, it's a good idea to at least trade off with someone every few years.

A few weeks before every Coronation you will be asked to confirm your legal and SCA names, your contact information, and your membership number and expiration date. This is so the Arts & Sciences roster warrant that will be signed by the new Crown contains correct information.

A Minister of A&S in Caid does not need to live within the territory of the group in which he or she serves, however the group in which the officer serves must be the one in which the officer plays as his or her "home" group and the only local group in which the person holds office.

### **Doing the Job**

As the Arts & Sciences officer, you're responsible for the official Arts & Sciences activities happening for the adults in your geopolitical group. (Youth activities are done

under the auspices of the Ministry of Youth Activities.) Your job is to advance the field of Arts & Sciences, provide resources that facilitate teaching, and provide a historical record of your areas A&S activities.

Before you step up, discuss your plans for the duration of your tenure with your baronage and officer corps (for a shire, with your officer corps). What does your group want to do for the next two years? Have a lot of general overview classes? Tackle a few big projects like making unit tabards or armor? Concentrate on on-going projects where people perfect their skills in one field? Work with mentors? Go on field trips? Will there be A&S championships? People's Prize or Laurel's Prize competitions? Any combination thereof? When, where, and how often does the group want to meet, and in what configuration?

- If your groups wants to host a Laurel's Prize competition, the event steward or Minister of Arts & Sciences must contact the secretary of the Order before the competition is announced to see if the Order can participate. Information on the Order of the Laurel can be obtained via the Kingdom website.

There are probably 50 different ways to run an A&S office and many times that number of things to do. Your predecessor and successor may well have done or will do things very differently than you. That's fine. There's no one right way to do the job. What's important is coming to a consensus with your baronage and officer corps, preferably before you step up, on a plan that looks good for all of you during your time in office. It can be an especially good idea to agree to revisit the plan each year (more often if you want), to be sure things are still working for everyone. If something isn't working, this will give you an opportunity to change course. This will help to avoid communication issues and generally make your job a lot easier.

Something to keep in mind when making your plans is that some important words are used more than one way in the SCA. A key one for this office is the word "classes." Arts & Sciences "classes" are formal, structured classes held via a group's Minister of Arts & Sciences. A teacher and an Arts & Sciences officer agree that the teacher is going to teach a specific class for the group on a set date and in a particular place as part of the

group's official Arts & Sciences activities. The agreement can take the form of anything from a written proposal (like what's done to keep scheduling sane at wars) to a verbal "let's do a lucette class in the park!" decided over coffee.

These formal, structured classes are the ones for which you're responsible as an officer. The A&S officer acts as a liaison with the officer corps (for example, with the chronicler and webwright to publicize the class or with the seneschal negotiating a contract to rent space for the class if that's what's needed) and generally helps the teacher access the resources to make the class happen. Same thing with everything from field trips to workshops to competitions that are done in your geopolitical group under the oversight of your office.

Again, you don't need to be an expert in the subject matter being taught. You just need to connect people with tools and resources. If you get stumped, start by asking the Kingdom Minister of Arts & Sciences and your fellow A&S officers. The hive mind here in Caid is pretty good. Collectively, we can probably help you find a solution.

If you discover there's more work than you can do, or if you need someone with specific skills to help you do the job, get a deputy. You can have as many deputies as you need.

- Keep in mind that with the exception of a few Kingdom-level positions that require warranting, deputies in Caid are not warranted. They are considered to be acting under the direction of the officer. What this means is that the officer is responsible for the deputy. Because of this, it is very important to trust and have confidence in your deputies. If things aren't working out with a deputy, cut him loose. If you continue to recognize him as a deputy, even tacitly, you are responsible for him.

Informal teaching "classes" are also common in Caid. These happen, often spontaneously, when people interested in the same art form get together and show each other how to do something at an SCA activity – tourney, fighter practice, cooking guild's dinner, armor repair in someone's garage, stitching at someone's home, and so forth. This informal teaching is unplanned, and unstructured, so things like finding sites and

providing resources for these types of classes are not part of your A&S officer responsibilities. You can do as much or as little as you want. Keep in mind, though, that there's often a lot of overlap between people who are attending formal A&S classes and those who are teaching or being taught informally at events. Keeping a pulse on both places can help you plan on how to best meet the needs of the people in your group.

In some areas, much of the artistic work and research into period technology takes place in guilds. Guilds are unofficial groups in the SCA, usually formed by artisans who want to share their research and skills with each other. Guilds are not under the umbrella of the Ministry of Arts & Sciences and are not required to do reports. However, providing information on what's going on in the guilds in your area can help give a more complete picture for posterity of what artists and craftspeople are doing in your part of Caid. If the guilds in your area provide you with information on what they're doing, it's great to include that in your reports. However, don't stress if you don't have anything from them. The Ministry of Arts & Sciences is not responsible for what guilds do, and you're not required to provide any information on guilds or any other unofficial groups in your reports.

This job is a lot of fun, but it's also a fair amount of work. One of the major responsibilities of any officer is to ensure an orderly transition when his or her term is up. The first year in office, many Ministers of Arts & Sciences depend on their predecessors as backup deputies. It's a good idea to recruit a backup deputy to succeed you by the end of your first year in office – sooner if your predecessor is not available. (You never know when you'll win the lottery and want to start jet-setting to SCA events all over the world!)

Have your potential successor send a letter of intent to the Kingdom Minister of Arts & Sciences and introduce your potential successor to everyone who will need to signoff on the warrant. Then use your second year to train and mentor your successor and help him (or her) determine what his plan for the office will be so there will be a smooth transition when you become the backup deputy and are able to concentrate on your own research and projects again.



## The Chain of Command and Problem Solving

Canton and College A&S ministers report to the Baronial Minister of Arts & Sciences. Baronial and Shire A&S ministers, the Chancellor of Collegium Caidis, and the Deputy Minister for Historical Combat report to the Kingdom Minister of Arts & Sciences. The Kingdom Minister of Arts & Sciences reports to the Society Minister of Arts & Sciences. This is your main chain of command.

- Any of these people may have additional deputies for specific tasks who report directly to them. For example, the editor of *Ars Caidis* and the Pentathlon Event Steward report directly to the Kingdom Minister of Arts & Sciences.

Ministers of Arts & Sciences also report laterally to the seneschal of their territory and to their baronage (if applicable).

If you need help, ask. Assisting territorial Ministers of Arts & Science is part of the Kingdom officer's job. Most issues can be resolved. However, if a serious situation arises where an A&S officer is no longer able to do the job, here's the applicable section of Kingdom Law:

Article V, Part B, Section 4:

A political subdivision's officer may only be removed by that officer's superior and for "just cause", as defined in the documents of the SCA, Kingdom Law, and/or approved and published Officers Manual, and which includes, but is not limited to, a cause that relates to that person's position as an officer including any of the following circumstances.

- a. Where an officer fails to perform the duties of his or her office after being apprised of, or having notice of, the nature of the duty neglected and after having a reasonable chance to correct the failure.
- b. Where the effectiveness of the officer has been impaired or been brought to an unacceptably low level because of personal reasons or a breakdown in his or her ability to deal with the Crown, officer corps, or populace. Receipt by the Crown,

Baronage or the officer's superior of a substantiated letter of complaint signed by a majority of officers, or receipt of letters of complaint from a significant portion of the populace, may be sufficient justification for the implementation of an investigation, but is not in itself evidence of such impairment or breakdown.

- c. Where the officer has willfully abused his or her title by using it to unnecessarily hinder or harass others, or to advance some purpose inconsistent with the trust placed in that office.
- d. Where the quality of the officer's work is unacceptably low for an unacceptably long period of time.
- e. Breakdown of the working relationship between the officer and their senior officer, or between a baronial officer and the Baronage. The Baronage may suspend an officer within their political subdivision for "just cause" and must immediately notify that suspended officer's Kingdom superior. That officer shall remain suspended until the outcome of a review of the suspension by the Crown and the Kingdom superior. If the suspension is deemed "just," then that officer may be removed as described in this Section.

### **Reporting**

Quarterly reports are due to the Kingdom Minister of Arts & Sciences on the 1<sup>st</sup> of March, June, September, and December. (If you do a monthly report in your territory, it's fine to either compile the preceding three months' reports into a quarterly report or to provide a summary.)

December, January, and February are included in the March 1<sup>st</sup> report. March, April, and May are included in the June 1<sup>st</sup> report. June, July, and August are included in the September 1<sup>st</sup> report. September, October, and November are included in the December 1<sup>st</sup> report.

A sample report form is provided as an appendix to this handbook. The form is also available electronically in the Files section of the CaidMoAS yahoogroup or from the Kingdom Minister of Arts & Sciences ([arts@sca-caid.org](mailto:arts@sca-caid.org)). Feel free to just copy the

form and add in your information, or you can provide the information below in an email or in hard copy. Whatever format works for you is fine.

The following is required for each report:

Your legal name, SCA name, address, phone number, email, membership number, expiration date, the geopolitical branch in which you hold office, and the beginning and ending dates of your warrant. Yes, providing this information with every report is annoyingly repetitive. However, it confirms to that you're still in the job and that your information hasn't changed. We have to have it.

Are any changes expected for your office? Most specifically, do you plan to step down before the next report is due? If so, provide your successor's name and contact information.

What's been going on with your local Arts & Sciences? What activities did you host or facilitate – or teach? Classes? Workshops? A&S Competitions? Toot your horn! Talk about the wonderful things that are happening in your area. Give details and include links to pictures and write-ups about what your people are creating. This is how your group's information is recorded in SCA history. Make it shine!

Are there any problems? If so, how are you handling them? Do you need help with anything? (If you want to be contacted about a problem, indicate how you want to be contacted and provide a time and date when you'll be available.)

Send a copy of your report to the Kingdom Minister of Arts & Sciences, your territory's seneschal, and your baronage. Cantons and colleges should send their reports to their baronial A&S officer as well.

Keep in mind that reporting is mandatory for the job. Sometimes, due to extenuating circumstances, someone has to miss a report. We're a volunteer organization and life happens. We can work with that. However, missing two reports becomes a problem. If this happens (or even if it looks like it's going to happen), contact your Kingdom Arts & Sciences minister to determine a way to resolve the problem.

## Historical Combat Studies

The Rules for Martial Studies under the Office of Arts and Sciences in Caid is provided as a separate section here because it so closely follows the Society policy:

The purpose and substance of the SCA rules for *non-competitive* martial studies under Arts and Sciences are well described in the approved rules available from [sca.org/officers/arts](http://sca.org/officers/arts). The Caidan rules include all of the SCA rules, and will refer to the sections within the SCA rules. The Caidan rules then clarify different types of informal and formal classes and specify requirements for these different situations in Caid.

As noted in the SCA rules ([sca.org/officer/arts](http://sca.org/officer/arts)), “The purpose ... is to create a place in the SCA where the study, teaching, and (controlled) demonstration of historical combat techniques and practices have a home society-wide. ...The study of the historical combat arts under the Office of Arts and Sciences is meant to allow for the teaching and demonstration of historical martial arts that may otherwise be prohibited by, or be beyond the scope of the set of rules as set forth by the Office of the Marshallate. ... All ‘competitive’ sport combat is under the direct control of the Office of the Marshallate.”

**As a general rule:** Any martial activities that *do* involve sparring or free-assault, or any that are *not* supported by research and documentation consistent with the level expected for any other A&S entry, will default to the jurisdiction of the Marshallate.

### Section 1: Officers.

As described in section 1 of the SCA rules, the Caidan Deputy(ies) for Martial Studies coordinate(s) and oversee(s) these activities on the kingdom level, and report(s) to the Kingdom Minister of Arts and Sciences, as well as to the Society Deputy for Martial Studies. The Society Deputy for Martial Studies reports to the Society Minister of Arts and Sciences.

Section 2: Theatrical performance requirements are covered in the SCA rules:

All theatrical performances involving stage combat will choreograph, rehearse and perform such stage combats in a manner consistent with the safety guidelines set forth by such professional organizations as the American, Canadian and British societies of fight directors, as is appropriate for the locale in question. These include, but are not limited to, plays and performances - the primary purpose of which is for the entertainment of an audience. *No free combat play* will take place within any theatrical performance conducted as a part of the activities of the SCA, inc.

### Section 3: Non-theatrical historical combat studies

1. SCA rules state that these studies *must be supported by (at a minimum) research and documentation appropriate to the activity in question, consistent with that expected for any other A&S entry in Caid*. Any combat study or demonstration that falls outside this guideline does not fall under the purview of the Ministry of Arts and Sciences and will default to the Marshallate in Caid.
  - a. In presenting, demonstrating, and teaching the historical combat arts *neither the teachers, students, or any other participants shall engage in free-assault, sparring, or any form of competitive use of the arts or practice weapons*.
    - i. In the demonstration of movements and techniques, whether as an A&S demonstration/presentation or as part of a historical combat class, teachers and their assistants may employ only such drills, plays, and exercise patterns as are indicative of the art being demonstrated or taught, at only such speed that is prudent, safe and necessary for the drill, play or exercise to be properly and safely employed as determined by the instructor, primary presenter, and/or the Ministry for Arts and Sciences.
    - ii. In historical combat classes, teachers may allow students to work with one another in drills, plays, and exercises, conducted in accordance with safety practices followed by the art being taught, at only such speed as is prudent, safe and necessary for the drill, play or exercise to be properly and safely employed, as determined by the instructor and/or the Ministry for Arts and Sciences. The class participants will at all times act and respond in a manner

deemed safe and controlled by the class instructor and/or the Minister for Arts and Sciences or their appointed deputy or immediately forfeit their right to participate in said class.

- b. All presentations and demonstrations must consist only of plays, drills, or techniques predefined and agreed upon by all participants before the action in question occurs. Participants will at all times act and respond in a manner deemed safe and controlled by each other and the Ministry for Arts and Sciences.
- c. SCA or Caidan rules may require the use of certain protective gear to approve a class, presentation or demonstration. When the participants of a class, presentation, or demonstration enact a drill, play, or technique with practice weapons or simulators at a distance close enough to strike one another, eye protection, such as polycarbonate sports goggles or an SCA-approved fencing mask is highly recommended, unless this hinders the instructor's ability to demonstrate a particular technique or theory. The class instructor should require such protective gear as appropriate to maintain adequate safety for the class.
- d. For performances and demonstrations, a delineated area will be required. The office of Arts and Sciences suggests a minimum 10-foot distance between the performers and the judges and audience. Instructors/demonstrators and participants should consider the nature of the demonstration or performance and maintain an appropriate distance between the combat activity and any observers.
- e. No more than two participants may interact at a time in any play, simulation, or drill used for historical combat training while studying or demonstrating the historical combat arts. This does not preclude group warm-ups, physical exercise training, or multiple pairs of participants working through a play, simulation, or drill at the same time.

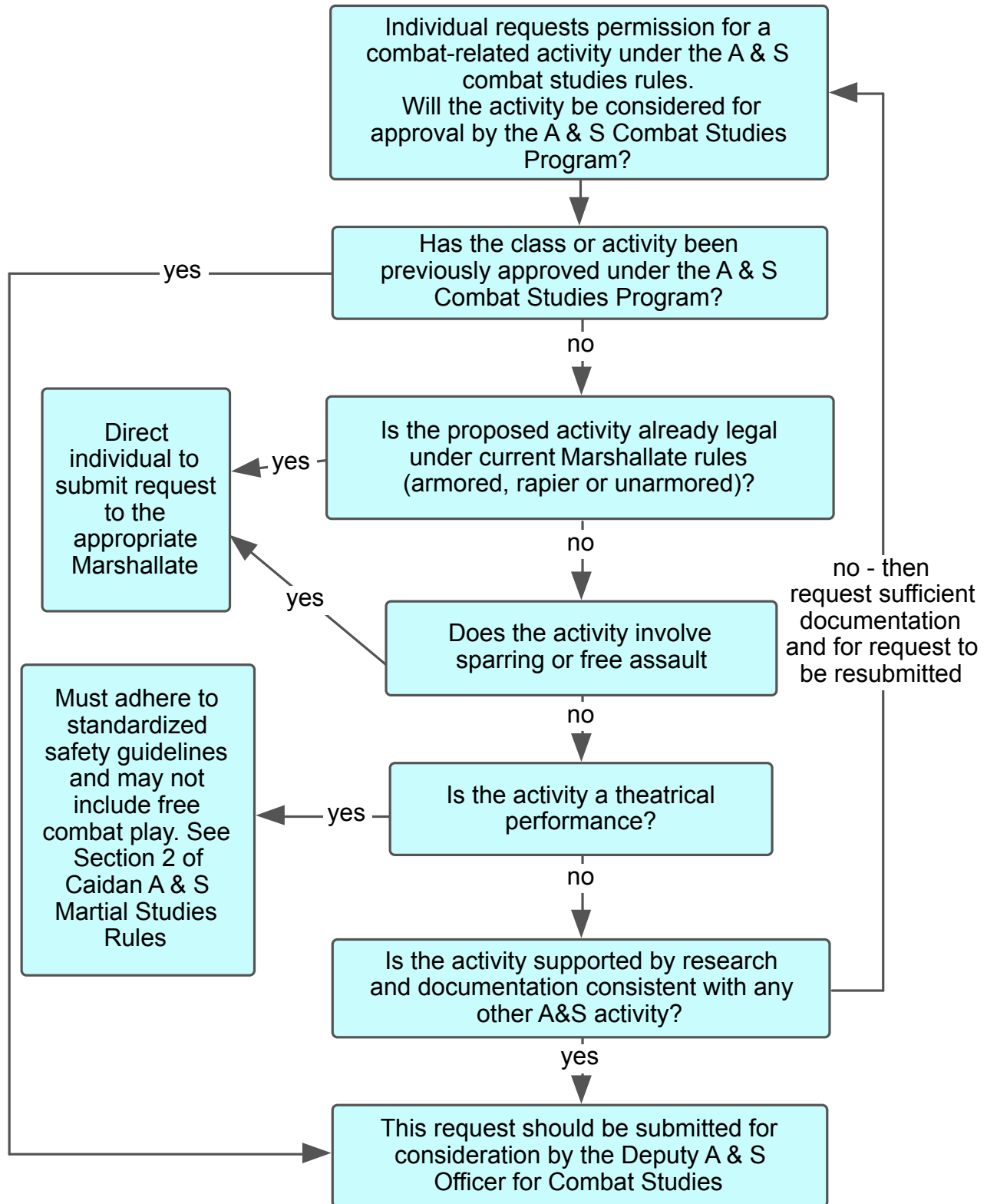
2. In Caid, additional requirements regulate different types of teaching formats that may occur at official SCA events, including fighter practices, tournaments, and others.
  - a. Teaching formats of historical martial techniques fall into one of three categories:
    - i. Pre-arranged formal classes of historical techniques that have been researched by the instructor (see 1. above) and *approved by the Arts and Sciences Deputy for Martial Studies*.
    - ii. Spontaneous (*not* pre-arranged) classes of historical techniques that have been researched by the instructor (see 1. above).
    - iii. Informal spontaneous discussions of martial techniques that are not currently legal under SCA rules, and which may include controlled, slow movement demonstrations.
  - b. Pre-arranged formal classes that receive approval may be conducted under the guidelines described in 1. a-d above.
    - i. The Arts and Sciences Officer (or an approved deputy, such as the A&S Deputy for Historical Combat Studies) must approve the instructor's lesson plan or proposal.
    - ii. The form of the required lesson plan or proposal will vary depending on the experience of the instructor and on the situation, and may range from a written lesson plan to a verbal agreement.
    - iii. The instructor must ask that all students participating in the class be 18 years of age or older.
  - c. Spontaneous (*not* pre-arranged) classes of martial techniques may fall under the jurisdiction of the Marshallate or of Arts and Sciences Martial Studies, depending on the content and circumstances.
    - i. Classes of martial techniques that are regulated or restricted by the kingdom marshallate structure fall under the jurisdiction of the Earl Marshal (or a deputy/representative of that office).

- ii. Classes of historical techniques that have been researched by the instructor (see 1. above) but are *not* legal under Marshallate rules for one of the recognized combat forms, fall under the jurisdiction of Historical Combat Studies in Arts and Sciences and may be taught under the following guidelines:
    - a) A marshal warranted in Armored, Rapier or Unarmored Combat is present as a teacher, participant or observer.
    - b) No contact occurs between weapons, between individuals, or between weapons and individuals.
  - iii. If an instructor has previously taught a pre-arranged class as described in 2b. above, they may teach a spontaneous (*not* pre-arranged) class of martial techniques under the guidelines described in 1. a-d above.
  - d. Informal spontaneous discussions of martial techniques that are not currently legal under SCA rules, and which may include controlled, slow-movement demonstrations, fall entirely under the jurisdiction of the Marshallate and may be allowed or halted by the Marshal-in-Charge.
3. In any case where there is confusion as to whether a topic or course of instruction qualifies within the A&S rules, oversight and jurisdiction of the teaching will fall to the Office of the Earl Marshal (or his/her deputy). The Marshallate has final authority in all matters pertaining to safety regarding any activity involving weapons and/or combative techniques at all official SCA functions.

### **Conclusion**

The Arts & Sciences ministers of Caid are a huge asset to the Kingdom. Thank you for your service. If you have any questions, comments, or suggestions on ways to improve this book, please contact the Kingdom Minister of Arts & Sciences at [arts@sca-caid.org](mailto:arts@sca-caid.org).





Does the local A & S officer need to be concerned about a martial combat activity at an SCA event?

YES

NO

**ONLY** if the individuals state that they are involved in an A & S historical combat studies *class*.

If the class has been **pre-approved** by the A&S Deputy for Martial Studies, the instructor should have contacted the local A&S officer prior to the event and should present their printed approval at the event if requested. The class should be allowed to continue as long as it follows the Martial Studies guidelines.

If the class has **not** been pre-approved, the local A & S officer should ask the instructor:  
a) their name  
b) the name of the warranted Marshal present  
c) if the class has previously been approved by the A&S Deputy for Martial Studies

If the instructor states the class *has* previously been approved

If the instructor states the class has *not* previously been approved

The class should be allowed to continue as long as it follows the Martial Studies guidelines. After the event, the A&S officer should report the names to the A&S Deputy.

The class should be allowed to continue under Martial Studies guidelines, but no contact may occur between weapons, between individuals, or between weapons and individuals.

For **any** other martial activity because the **Marshallate** is responsible for all such activities

*Informal spontaneous discussions* of martial techniques that are not currently legal under SCA rules, and which may include controlled, slow-movement demonstrations are **not** classes

Informal or formal *classes* of historical martial techniques that are *currently legal under SCA rules* are **not** under the jurisdiction of the A&S office

Any class or martial activity that includes *free sparring* or *free assault activities* is **not** under the jurisdiction of the A&S office

Any class or activity teaching techniques that are *not historical* techniques researched by the instructor is **not** under A&S jurisdiction