

## General Policies and Procedures

These are the official policies of the Barony of Nordskogen, approved and effective 19 July 2023. In the event of a conflict between these policies and any policies, regulations, or laws of the Kingdom of Northshield, the Corporation, the State of Minnesota, or the United States; the policies, regulations and laws of the other entity shall take precedence. The override of any single policy shall only negate that policy; all others shall stand. These policies do not apply to Nordskogen's Canton, as it may maintain its own policies.

### I. GENERAL POLICIES

- A. These policies should be reviewed annually in the month of February and published in the Crystal Quill. These policies may be approved by a simple majority vote of the populace of Nordskogen present at the next general business meeting.
- B. Any policy amendment outside of the February review shall be proposed in writing at any general business meeting. This proposal will then be published in the Crystal Quill and will be voted on by the populace of Nordskogen present at the next general business meeting.
- C. This final policy must also be published on the Baronial website.
- D. It is the decision of the people of Nordskogen that there be no requirements for citizenship in the Barony. On matters put up for a vote or poll, the general populace of Nordskogen can participate. The populace need not be paid members of the SCA, unless the question being voted on has a membership requirement instituted by Corpora or Kingdom, i.e., recommendation of Baronage.

### II. POLICIES REGARDING EVENTS

These are the policies for proposals and management for events in Nordskogen. It is the Barony's responsibility and option to deviate from these policies in the best interests of the SCA or the Barony. The intent of these policies is to make proposing and running events easier and more equitable.

It is strongly encouraged that all first-time event stewards be mentored by an experienced event steward. It is also encouraged that would-be event stewards shadow experienced event stewards, in preparation for becoming an event steward. It is expected that event stewards will read and understand the financial policies of the barony.

#### A. Baronial Events

1. Proposals for Warriors & Warlords (WW) are specifically exempted from this section of policy.
2. Event Proposals
  - a) Event Proposals should include the event date, featured activities/themes, site selection and costs, event budget and break-even numbers, and volunteers for all major event staff positions and should be presented at least three months before

the event date. If the populace approves, the bid is given to the financial committee. See Nordskogen Financial Policy for more information.

- b) Event Proposals will be considered at any business meeting. Requests to be added to the agenda should be sent to the Seneschal at least one week prior to the business meeting. The agenda should be sent to the Barony at least one week prior to the business meeting.

### B. Moots

1. Moots are understood as smaller or more focused events, with limited staffing needs and budget requirements, and are not placed on the Kingdom calendar.
2. Proposals for moots will be considered at any business meeting. Proposals should include date, theme/activities, support needed, and any budget required.
3. Proposals for moots must be approved at least two months prior to the moot date.

### C. Warriors & Warlords

1. As Warriors and Warlords (WW) is a joint event with the Barony of Jararvellir, and because the dates for the event are set far in advance, planning and approvals will be handled differently than all other events.
2. WW Event Co-Steward: Nordskogen will provide an event co-steward. The standard term of office is two years. A year as Deputy Steward in advance is highly recommended. Approval of the Nordskogen WW Event Co-Steward will be made by the Nordskogen Seneschal, in consultation with the Baronage of Nordskogen and the Jararvellir Baronage, Seneschal, and WW Event Co-Steward. If there are no applicants, the Seneschal will open the position for applicants using the Officer Policies.
3. WW Staff Positions are appointed jointly by the Event Co-Stewards in consultation with the two Baronial Seneschals. It is recommended that open positions be publicized.
4. The Nordskogen WW Event Co-Steward will report progress to the Barony on the normal reporting schedule.
5. Both the Nordskogen and Jararvellir must approve the WW Budget, per each group's financial policies.
6. Major changes to the WW structure (dates, site, budget, major activities) require approval from both baronies.

### D. Kingdom Level Events Including Coronation & Crown Tournament

1. The Baronial Seneschal should be informed of any intended proposals for Kingdom Events and be included in communications with the Kingdom Seneschal.
2. Proposals must follow the guidelines set by the Kingdom, rather than Baronial policies.

3. The Event Steward must present the proposal to the Barony prior to final submission to the Kingdom, as the Barony is the official sponsoring entity. If the Barony does not approve the proposal, it may not be submitted to the Kingdom.
  4. Kingdom Event Proposals will be considered at any business meeting. Notification of this agenda item should be sent to the Baronial Seneschal at least one week prior to the business meeting.
  5. First time event stewards may not submit a proposal for a Kingdom Event without an experienced event steward as an active mentor.
  6. Society level events should be treated similarly to Kingdom-level events. See Northshield Law and Society policies for further information.
- E. Event Management
1. Votes for events, moots, or changes to Warriors and Warlords are not required to be held by secret ballot.
  2. Neither Nordskogen's Seneschal nor Exchequer may be an event steward for an official event during their tenure. This policy does not restrict these officers from running moots. This policy also does not affect other local officers or anyone holding a regional or kingdom office.
  3. Progress Reporting: In the interest of coordinating the efforts of the various officers concerned, and of responsibly managing the Barony's financial and other resources, progress reports are expected to be conveyed to general business meetings as follows:
    - a) Pre-event: The event steward, in person or by deputy (who is expected to be well-informed), shall report at the general business meetings 6 months, 3 months, 2 months and 1 month prior to the event. The reports shall include any changes to the approved bid and updates on activities etc. and any other pertinent information.
    - b) Post-event: The event steward working with the Baronial exchequer will present a written report of personal views on the event and two general business meetings after the event. This report shall include a financial report, attendance figures, problems encountered and suggestions for other event stewards (this last being the main reason for the post-mortem). After the event steward report is given, any questions, comments, or suggestions from the populace present at the post-mortem may be given. These items shall be noted and kept in mind for future events. The Seneschal shall file the post-mortem findings to increase the shared knowledge.
  4. The event steward will keep items lost and found at their event and provide a list to the appropriate populace. If unclaimed for 60 days after being published, the items will be considered donations to the Barony. The event steward, Seneschal, and Quartermaster shall decide disposition of the items.

### III. POLICIES REGARDING BARONIAL PROPERTY USE AND STORAGE

- A. The territorial Baronage, or their designated proxy, have day-of authority to allow people to use the baronial pavilion at events where it's already set up and not otherwise committed (i.e. meetings, meals for royalty, etc.). Requests for use of the pavilion outside of Baronial events and moots must be made in writing to the baronial seneschal. Then must be approved by the Barony's populace at a general business meeting. This approval must be ratified by the Baronial Financial committee.
- B. Property Management
  1. The Quartermaster will supervise the planning, loaning, storage, and maintenance of Baronial property.
  2. The Quartermaster shall maintain an inventory of all Baronial property, including such property as is held by officers, others, or property not stored in the baronial storage.
  3. All Baronial officers with Baronial property in their care will provide an accurate inventory to the Quartermaster on an annual basis. This inventory is due to the Chancellor of the Exchequer by the end of November, two months before the Consolidated Year-End Report is due. The Quartermaster shall collect inventories of items held by officers and the populace and include it in their report.
  4. The Quartermaster, the Seneschal, and the Chancellor of the Exchequer shall each hold keys to the baronial storage. They may also approve additional deputies as key holders. These deputies must be members. One of these individuals must be present when property is taken from or returned to the baronial storage.
- C. Policies
  1. Planning
    - a) The Quartermaster must be included in any discussions regarding the purchase or creation of any new Baronial property, to ensure that storage and maintenance is being planned for. All decisions must be ratified by the Financial Committee.
  2. Loaning property to groups outside of Nordskogen
    - a) Nordskogen and its canton have precedence for the use of Baronial property.
    - b) To make a request contact the baronial Exchequer. The baronial financial committee will review the request.
  3. If approved, contact the Quartermaster to arrange pickup and return.
  4. Groups or individuals requesting the use of baronial property are responsible for arranging transportation of the gear to and from the storage unit.
  5. A group may request the loan of baronial property and takes responsibility for the property from when it is removed from storage until it is returned. It is expected to ensure due care is taken with Baronial property, protecting it from the elements as

appropriate, and trying to minimize any damage. The Quartermaster shall provide care instructions for items being loaned.

6. When loaning property, the key holder will ensure that the borrower has signed out the items using the master sign-out book and will also complete two itemized lists of the property loaned – one for the borrower and one for the Quartermaster's records. Event stewards should make their copy of the list available for event staff to use in repacking the property.
7. The sign-out book and a current copy of the inventory will be stored inside the baronial storage. Everyone, including the Quartermaster or any other key holder, will sign out items before removing any item from the baronial storage. This includes removal for cleaning, repair, labeling, etc.
8. Property shall be returned to the baronial storage within a week of the event using the itemized list and sign-out book. Upon return, the "Return Date" column of the sign-out sheet will be completed, and any necessary comments recorded. Exceptions to the one-week policy will be at the discretion of the Quartermaster.
9. The individual who signed out the property is responsible for ensuring that all property is returned.
10. For reasons of sanitation, maintenance, and general courtesy, all property returned to the baronial storage, especially feast gear and any other property involved in the preparation and serving of food or drink, must be cleaned and fully dry before its return.

### D. Storage

1. When storing items in the baronial storage, items must be put back in their designated location. Shelves, wall hooks, etc. will be labeled to aid in returning things.
2. Consumable property is defined as property which is used up through normal use, for example, duct tape, art supplies, paper archery targets, twine, plastic bags, paper plates, etc. The inventory will clearly state when something is considered consumable, and the sign-out sheet has a column to reflect this.
3. The baronial storage is a paid-for public storage facility. Therefore, care should be taken to only store things that are in usable condition and that can be reused in the future.
4. Food or property with a known use-by date may not be kept in the baronial storage. The event steward is responsible for distributing any such items left over from any event.

### E. Maintenance

1. Should any non-consumable item of Baronial property be damaged, lost, or destroyed while on loan, the loanee will alert the Quartermaster of this and give details of the loss. Losses will be reported by the Quartermaster to the general business meeting.
2. The Quartermaster shall alert the Barony, via the general business meeting, to property maintenance and replacement needs as they occur.

3. Contact the Quartermaster with any questions about cleaning or maintenance of property. It is better to make slightly more work for the Quartermaster than to replace items damaged by improper care.
4. If the Quartermaster has doubts whether an expensive, damaged item can be salvaged, the Quartermaster shall contact the baronial financial committee for this decision. If an item is determined to be unsalvageable, it will be announced to the populace to give someone else an opportunity to find a use for the item.

#### IV. Use and Transport of Fighting Mats

- A. The mats are kept in a storage facility with limited access hours. Anyone wanting to use the mats must contact the Nordskogen Quartermaster to arrange a date and time for pickup and return. At least two people capable of lifting and carrying the mats must meet at the storage facility to load and unload them.
- B. There are 17 mats. Nine are 8'x20'. There are 8 more mats in two different sizes 7'x16' and 7.5'x18'. When rolled up the mats are ~8.5'x12" diameter and weigh approximately 80 pounds each. The mats do not roll perfectly straight. Do not attempt to bend or fold the rolled-up mats while transporting them. They will not bend or fold on the rolls.
- C. The total weight of the mats is ~1500 pounds.
- D. You need a 3/4-ton truck with an 8' bed or a trailer to haul them.
- E. Mats are to be used with the ridges up.
- F. When in use, the seams between the mats should be covered with tape. Four-inch tape is preferred over two-inch tape. You will use a bit less than two 60-yard rolls of tape.
- G. When rolling up the mats, make sure the flat side (non-ridged) is facing out as you roll the mats around the tubes. This makes the mats easier to stack and move.
- H. If you are using mats in the winter months, mats should be brought inside and rolled out on the floor for a half hour or so to allow the mats to warm up and flatten out. Flipping the mats over (ridges down) so that they curl down will help this process.
- I. The tubes that the mats are wrapped around cost approximately \$17 each to replace if one is damaged.
- J. Please contact the Seneschal of Nordskogen to obtain permission to borrow the mats.
- K. According to Baronial Policy, it is the responsibility of any group borrowing the mats to transport them to the event and back to storage in Nordskogen on a timeline agreed to with the Nordskogen Quartermaster before the mats are checked out. Nordskogen is not responsible for transporting the mats. Any damage to the mats is the responsibility of the group borrowing them.
- L. Nordskogen is not responsible for any vehicle damage incurred by hauling the mats.

### V. BARONIAL AWARDS

Anyone may make recommendations for these orders at any time. Direct written Give written recommendations to the Baron and Baroness via the website form or email.

**The Order of the Baronial Broom (OBB)** is given to those who have given the Barony excellent service by performing that most disliked and most overlooked of tasks - cleaning up.

**The Award of the Baton Gules (ABG)** is the Barony's junior service order. It is given for service to the Barony. This award can be given more than once.

**The Award of the Heliotrope (AH)** is given for ability in the arts and sciences and for sharing that excellence with others, particularly by teaching. This award can be given more than once.

**The Order of the Rouge Bend (ORB)** is the Barony's senior service order. It is the only polling order in the Barony.

**The Order of the Silver Snowdrift (OSS)** may only be given to someone who has greatly benefited the Barony, and does NOT live within Nordskogen, or is NOT a member of the SCA.

**The Award of the Azure Gauntlet (AAG)** is given for notable prowess and level of participation within the Barony in a martial activity. This award can be given more than once for different martial pursuits.

**The Order of the Bronze Acorn** is an award for those who for gentles who have given service to the Baronial Canton of Nordleigh.

**The Order of the Heavy Cross** is an award for those gentles that have given service to the Baronial College of Nordleigh. This order is now closed.

**The Order of the Azure Torch** is an award for those gentles that have given service to the Canton of Tor Aerie. This order is now closed.

**The Award of the Prodigal Child** is for previous members of Tor Aerie returning to service after a long absence. This order is now closed.