



# Kingdom of the Outlands Target Archery Officers' Handbook



This is the Badge of the Archer General. Only the Archer General may display it.



Any MOF in good standing may display the Badge of the Archery Marshals of the Outlands.

November 1, 2003, AS XXXVIII

This document is the official reference for Target Archery Officers in the Outlands.

Approved this **19th** day of **October**, AS XXXVIII, being 2003 Gregorian during the reign of Irel and Rosalind.

**Irel**

King

**Rosalind**

Queen

**Larke**

Outlands Archer General

**Lavan**

Outlands Earl Marshal

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# I. Archery Marshallate

## A. *The Archer General (AG)*

Outlands Kingdom Law (VIII.C.3.f) states: The Earl Marshal shall ... Establish and monitor the Office of Archer General who shall:

- i. Set, maintain, and enforce the safety standards for archery;
- ii. Report to the Earl Marshall and subsidiary Captains concerning the growth and current practices of archery in the Kingdom;
- iii. Organize and monitor IKAC and Royal Round archery shoots.

-- *From Kingdom Law of the Outlands, May 2000, AS XXXV.*

To accomplish these tasks, the Archer General (AG) has established the Archery Marshallate, which will function under and report to the Archer General. The AG may appoint deputies for special projects or regions, will warrant Archery Marshals of the Field (MOF) throughout the Kingdom, and establish standards for and endorse Group Captains of Archers (COA). In addition to the above requirements, the AG has established and manages the Kingdom Archer Ranking System, and promotes the study and construction of period equipment and its use. Any MOF in good standing may display the Badge of the Archer Marshals of the Outlands as a rectangular banner or a round belt device.

The Archer General will collect COA reports until the last week of each quarter. The AG will then summarize these reports into the "Archer General's Report" which will be mailed at a minimum to the Society Archer Marshal, Kingdom Earl Marshal, the Deputy Archers General, and Group Captains of Archers (who should circulate it among their Marshals of the Field). Courtesy copies may be sent to the Crown and the Kingdom Seneschal. The report may be emailed or printed in the Outlandish Herald in lieu of separate mailings. Published missives will be placed in the OH periodically to better inform the populace of the state of archery in the Kingdom, and to promote the participation and support of the populace for special Kingdom archery events.

## B. *Deputies to the Archer General (DAG)*

Deputies to the Archer General are appointed to assist the Archer General and the archery community. They report to the Archer General quarterly and work directly with the archers, COAs and MOFs throughout the kingdom.

1. A Regional Deputy is a duly warranted Marshal of the Field and a representative of the AG on Archery matters. As such, they will:
  - a. Promote and assist Captains of Archers in maintaining safe archery practices when attending Archery events or practices, and regularly communicate with COAs in their region.
  - b. Monitor training of Marshals-in-Training within their designated Region, and recommend archers to the AG to be warranted as Archery Marshals of the Field.
  - c. Maintain a close dialogue with the AG on the state of Archery in their region by submitting a report quarterly to the AG.
  - d. Encourage archery and help teach new archers within their region.

- e. Report on unsafe archery practices and assist in their resolution.
    - i. If a DAG sees a safety problem, they should speak with the COA in charge to work on resolving the problem. They should report to the AG that a problem was identified and what action the DAG and COA determined to resolve the problem.
    - ii. If the problem isn't resolved in a reasonable time frame as agreed upon by the DAG and the COA, the DAG should again speak with the COA and work on the resolution. A second report should be made to the AG on the problem and it's agreed upon resolution.
    - iii. If the problem persists, contact the AG who will determine further steps to resolve the problem.
    - iv. The DAG may suspend the MOF card of any marshal who is unsafe. The DAG should immediately notify the AG, the Marshal in Charge of the Field, and the local Captain of Archers of the suspension.
2. The Scorekeeping Deputy is a duly warranted Marshal of the Field and a representative of the AG on Archery matters. As such, the scorekeeper will:
- a. Promote and assist Captains of Archers in maintaining and reporting scores for Royal Rounds, Short Royal Rounds, IKAC and IKCAC competitions or any shoot that requires scores for more than one event or scores that must be sent outside the kingdom.
  - b. Provide reports to the AG on current archery activity within the kingdom.
  - c. Provide IKAC and IKCAC scores to the Society IKAC Marshal monthly.
  - d. Track the ranked archers of the Outlands and provide a list of qualified archers Bowman and above to all Marshals in Charge of the Royal Archer Tournament locations annually.
  - e. Maintain a close dialogue with the AG on the state of Archery in the kingdom by submitting a report quarterly to the AG.
  - f. Prepare scrolls for each archer who attains a new rank and coordinate with the Kingdom Scribe's office to provide scrolls from the Crown for Bowmaster, Grand Bowmaster and Royal Bowmaster rank.
  - g. As needed, provide support as a Regional Deputy.
3. The Period Deputy is a duly warranted Marshal of the Field and a representative of the AG on Archery matters. As such, the Period Deputy will:
- a. Promote and encourage period archery within the kingdom by teaching period practices.
  - b. Work with interested archers to make or obtain period equipment by teaching or directing the archer to those who can assist them in making or obtaining period equipment.

- c. Whenever possible, use period equipment on the field to set a good example for those interested in period archery.
  - d. Maintain a close dialogue with the AG on the state of Archery in their region by submitting a report quarterly to the AG.
4. When an Archer General deems it necessary, he / she may appoint a Skrifari or Secretary to assist in the processing of paperwork for the AG's office. This position will encompass duties as requested by the Archer General. The specifics of the position are determined by the needs of the Archer General.
  5. Any MOF may serve as a Deputy for Special Projects (at the discretion of the AG) for as long as necessary to complete the project. They will:
    - a. Communicate widely with other SCA archers to gather pertinent data and take appropriate action to complete or further the emphasis area.
    - b. Maintain a close dialogue with the AG regarding project status, by submitting a report at least quarterly to the AG.

### ***C. Captain of Archers (COA) -- the local SCA Group Archery Officer***

The proposed Captain of the Archers (COA) sends a letter of introduction to the AG stating his/her desire to assume the office, along with a supporting letter from the group Seneschal or Coronet. The Captain of Archers may hold other group or Kingdom offices if allowed by their group traditions. It is preferable that the Captain of Archers be chosen from authorized archery Marshals of the Field (MOF) within the group. If the chosen COA is not a warranted MOF at the time of his/her appointment, a provisional authorization can be granted, pending formal training.

1. The major responsibility of the COA is to establish and promote a safe archery practice in their SCA group within the rules adopted by the Outlands Archery Marshallate. They do this by establishing and holding regular archery practice at a safe archery site where it is legal under modern law to practice archery. This includes establishing a regular schedule of practice and publishing that schedule in the local newsletter, notifying the Archer General for publication on the AG website and communicating it to their local officers and populace.
2. Captains of Archers need to provide regular archery competitions at which Kingdom archers can shoot official Royal Rounds, IKAC in season, and other period archery competitions to hone their archers' skills, and report these scores to the DAG-Scorekeeping. NOTE: So that IKAC and IKCAC scores may get to the IKAC and IKCAC Scorekeeper within the thirty-day time limit in order to count, IKAC and IKCAC scores must be sent to the DAG-Scorekeeping within two weeks of the shoot. Royal Round and Short Royal Round scores must be sent to the DAG-Scorekeeping within two weeks of the shoot to ensure prompt processing of rank advancements.
3. Work with the DAG in their region to train interested local archers as Marshal of the Field to help marshal at group archery events, and assist these people in becoming warranted as Outlands Archer Marshals of the Field.
4. Maintain a list of the archers in the SCA group. This list should include: Archer's SCA name, modern name, address, phone number, SCA membership number and expiration date, three Royal Round Kingdom ranking score average, and other pertinent information on archery, marshaling, and bowyer skills. This list should be reported in total to the

Archer General in the annual Domesday report, and changes reported throughout the year.

5. The COA, as do all Outlands Archer Marshals, has a special requirement to report immediately all cases of persons being injured, property being damaged, or incidents of an archer having to be removed from the archery line for safety concerns at SCA archery events sponsored by their local group to the AG and their local Seneschal.
6. Report on the archery activities of their group to the Archer General every month. An annual Domesday report summarizing the group's archery activity for the past season is due by December 1. Over the winter months, reports are required even if your archery group is inactive. A postcard or email is sufficient to let the AG know your group is still interested in archery though unable to participate due to weather or site concerns.
7. All baronial COAs are required to take and train a deputy. The deputy must turn in reports twice per year in October and May. The deputy's report can be sent in place of the COAs monthly report. The reasoning behind a deputy requirement is to provide a pool of trained archers to ensure a smooth office transition. All COAs for groups below the baronial level are encouraged to take deputies.

During the first three months in office a COA is considered Provisional and has a strict reporting duty. The main requirement to advance from a provisional marshal to a fully authorized Captain of Archers is to faithfully satisfy the reporting requirement. If after that period the AG does not hear from them for a three-month period, they may revert to a provisional status. If you are a COA, please keep in touch with the AG, even if it is only a postcard or email to say nothing is happening!

#### **D. Archery Marshal of the Field (MOF)**

Archer Marshals of the Field (MOF) act as deputies to their local Captain of Archers. They assist or stand in for the local Captain of Archers in marshaling group and Kingdom archery events. Like the COA, they are to see to the safe conduct of archery under their control within the rules adopted by the Outlands. A MOF is warranted by the Archer General upon the recommendation of their local Captain of Archers or regional Deputy Archer General that they are so qualified.

1. The Marshal of the Field will certify and submit scores shot under their control to the Archery Marshal in Charge or the local Captain of Archers as official Outlands archery scores.
2. Report immediately to the Marshal-in-Charge any cases of persons being injured, property being damaged, or incidents of an archer having to be removed from the archery line for safety concerns, while they are marshaling the archery line.
3. Assist in the training of new Archer Marshals of the Field.
4. There is not a limit on the number of Archer Marshals of the Field a group may have. The AG encourages each active archer to become warranted as an Archer Marshal of the Field to assist in marshaling the Kingdom's archery events and to become more safety conscious as an archer.

#### **E. Archer Marshal-in-Charge (MIC)**

The warranted marshal in charge of the archery practice or archery portion of an event will control the firing line or delegate the line responsibility. This can be to any authorized Outlands Archery Marshal, or to a supervised Marshal-in-Training (MIT).

1. The primary responsibility of the Marshal in Charge is to maintain a safe archery firing line and archery field. They will suspend the archery if they determine that an unsafe condition exists until the unsafe condition has been corrected.
2. The Marshal in Charge needs to report on the archery at that event and send the scores to their Captain of Archers within one week of the event who will send them to the appropriate kingdom officers within the appropriate timeframe. Timely reporting is very important, especially with IKAC scores.
3. The MIC will provide a visible point of contact on the line for all archers and spectators.
4. The MIC (or a designated MOF) should remain visible and attentive to the line at all times. If the MIC wishes to participate in the tournament, a secondary MOF should be arranged to watch the line while the primary MIC is shooting.
5. The MIC (or a designated MOF) should clearly identify the line as open for firing or closed to permit arrows to be retrieved.
6. The MIC (or a designated MOF) should report any safety concerns to the Archery Marshal in Charge who will resolve the problem and provide a report to the AG.
7. The MIC may remove an archer from the range and prohibit participation during that tourney or event if the MIC deems the archer's actions unsafe. If this occurs, the MIC must notify the AG after the event of the identity of the archer and the cause of the removal so that the behavior can be addressed.

#### ***F. Marshal-in-Training (MIT)***

Those people not yet warranted as an Archer Marshal of the field may assist in Marshal of the Fielding for specific events or practices under the supervision of a warranted Archer Marshal of the Field. The supervising COA or DAG should ensure that the MIT understands the rules and responsibilities of the line. The supervising COA or DAG should remain aware of the field to provide support and advice to the MIT as needed. Under no circumstance should an MIT be left unsupervised on the line.

#### ***G. Becoming Warranted as a Marshal of the Field***

Prior to becoming a warranted marshal, you should have one-year experience as an SCA archer within the Outlands and be a current member of the SCA.

All new applicants and lapsed Archer Marshals must complete both the application and written test successfully to be warranted as Archer Marshals of the Field. Whenever possible, a DAG will review the safety of the applicant prior to the AG issuing a warrant. The Current Outlands Archer Marshal application form, Archer Marshal Qualification Test and Archer Marshal Renewal form are available on the Archer General's web site. Each person interested in being an Outlands Archer Marshal needs to complete these forms and send them to the Archer General to apply along with a copy of their current membership card.

Upon receipt of the application and test with the recommendation of a currently warranted COA or DAG, the Archer General will review the test for accuracy and will either approve or disapprove the application. If more than 25% of the questions on the test are answered incorrectly, the AG will recommend further training for the prospective Marshal of the Field along with a review of the Target Archery Handbook and the Archer Officer's Handbook.

When approved the AG will issue the Outlands Archer Marshal authorization card, which is valid for the balance of two calendar years. Near the end of that two-year period the Archer



General's office will send an application to all current Archer Marshals of the Field by December of the year the roster of warrants expire to determine their continuing interest in serving as a warranted marshal. Each Archer Marshal of the Field must return the completed application to the Archer General before March of the following year. Cards will automatically be reissued to Archer Marshals who have returned the completed application. Any Archer Marshal who fails to return the application by March of the year following their card's expiration will be considered lapsed.

Since membership is required to be a MOF, if at any time your membership lapses, your card also lapses. In the case of membership lapse, please send a copy of your renewed SCA membership card to the Archer General's office. Renewal will be automatic when we receive notice of your membership renewal. You will not be issued a new MOF card.

Being warranted as an Outlands Archer Marshal will require you to read and understand the Target Archery Handbook and the Target Archery Officers' Handbook, and to demonstrate that you have the knowledge and maturity to setup and run a safe SCA Outlands archery event, which entails:

1. Selecting and setting up a SAFE archery site in a location where it is LEGAL to practice archery. Please note that many local governments have made it illegal to loose an arrow within their jurisdiction. Check these regulations out carefully, and find a legal site before you start shooting!
2. Monitoring and controlling a safe archery line.
3. Assisting archers in conducting safety inspection on their archery tackle. Please note that each archer is responsible for the condition of his/her own equipment.
4. Understanding and applying the rules of the archery competition you are marshaling.
5. Properly scoring and reporting archery scores in conformance with the rules of the competition you are shooting.
6. Submitting the scores in a timely manner for the competition you are shooting to the Captain of Archers. A local fun shoot or competition would not have any score submission requirements, but IKAC and Outlands Kingdom competition (Royal Round) scores should be submitted in a timely manner by the sponsoring archery marshal to the COA for reporting to the DAG-Scorekeeping.
7. Reporting to the Kingdom Archer General, Marshal in Charge, Captain of Archery and group seneschal any archery incidents that result in injury to a person or damage to property, and on any incidents that you consider to have put life or property at risk.
8. Reporting to the Kingdom Archer General any archery incidents in which an archer had to be disciplined or removed from an Outlands archery event because of safety or major rules violations.

## II. Marshalling and Reporting

### A. Waivers

The Outlands waiver policy dictates the specifics of waivers required for non-members and minors. For the most recent waiver policy, see the *Outlands Administrative Handbook*. The *Outlands Administrative Handbook* gives specifics on waiver requirements. In general **all non-members must sign a Waiver to participate in any archery activity within the Outlands**. If in doubt regarding waiver requirements for minors, err on the side of caution and collect them regardless of membership status. Waivers should be given to your local Knight Marshal or Seneschal so they may be forwarded to the appropriate kingdom officers. Please remember that the waivers signed at troll for non-members and children do not guarantee them the ability to participate in archery. They must sign the martial waiver to participate in archery. That's the responsibility of the Marshal in Charge, not the Troll. Copies of the waivers are available in the *Outlands Administrative Handbook* and on the Archer General web site.

### B. Selecting and Setting Up a Safe Archery Site

1. Choose a location that has a clear field of vision to the targets.
2. Make sure that the area behind the targets is clear of obstructions such as cars, animals, people, or any other things that might be damaged by stray arrows.
3. Allow a safe zone of 40 to 100 yards behind the targets on level ground. This distance can be reduced if you are shooting into a high hillside. If you are allowing heavy crossbows to be shot (not to exceed 150 pounds), you must have a clear field behind the butts to contain a high or wide shot from that weapon.
4. Avoid shooting across any walkways, paths or roads. If you must do so, the pathway will have to be closed off for the duration of the event and marked accordingly.
5. At events it is a good idea to clearly rope off the archery area if there will be crowds of people about. Get an archery site that will keep all people out of the field of fire.
6. In any case the Archer Marshal in charge of the event **MUST** ensure that a wild shot, either high or wide of the targets, with a powerful bow will not reasonably endanger any people, animals, or property.
7. In SCA archery the field is often setup to shoot 40, 30 and 20 yards. This may be done by having a common single firing line and three sets of staggered target butts, or by having one set of butts and three separate firing lines, one for each distance to the common target butts. Usually it is fairer and faster to have all archers shoot the same distance at the same time.

### C. Marshaling the Archery Line

The Archer Marshal in charge of an archery event needs to be constantly alert for unsafe situations. At the same time they need to be reasonable, and keep the event fun for everyone. Don't over control the situation. With just a little care and common sense archery is a safe enjoyable sport that almost everyone can participate in and enjoy. Good Marshaling Practices are mostly common sense -- here are a few:

1. Watch for unsafe conditions such as non-contestants, children or animals walking into the field of fire, sometimes even behind the targets. Watch for unskilled archers who cannot safely control their weapons.

2. Provide a visible point of contact on the line for all archers and spectators. The Marshal of the Field should remain visible and attentive to the line at all times. If the Marshal of the Field wishes to participate in the tournament, a secondary Marshal of the Field should be arranged to watch the line while the primary Marshal of the Field is shooting.
3. Normally all bow type classes shoot at the same time and place, even though they compete only within their own class.
4. An exception to #3 is that a range may not have a backstop that is stout enough to stop a crossbow bolt from an especially powerful crossbow or stop an arrow from a very powerful bow. In these cases the best practice is to not allow the offending weapon to be shot until the problem can be remedied.
5. Control the firing line. Call a HOLD if an unsafe condition arises on the archery field. All archers must immediately stop shooting at a HOLD and UN-NOCK any nocked arrows. Make sure that every archer understands this. At the completion of the end, check the firing line to ensure it is truly clear. Then announce the line is CLEAR before allowing the archers to advance to the targets to score and retrieve arrows. Report any safety concerns to the Archery Marshal in Charge who will resolve the problem and provide a report to the AG.
6. Ensure your archers meet the Target Archery Rules. Be sure to check for membership status and collect waivers from white-carded members and check for proper waivers for any minors. All minors should be accompanied and directly supervised by their parent or guardian. You may choose to allow them to shoot without this supervision but you are not required to do so.
7. A good way to run the Royal Rounds or IKAC tournaments is to start the shooting at forty yards, then move to thirty yards, and finally to twenty yards. Allow the archers one end of six practice arrows at each distance before the start of the scoring ends or the option of using rangefinder arrows in place of practice ends. (This practice is especially important in the IKAC because all of the other Kingdoms use this method but an archer may choose to shoot fewer or no arrows in the practice ends.)

A typical Royal Round would be: up to six practice arrows at 40 yards; six scoring arrows at 40 yards; practice arrows at 30 yards; six scoring arrows at 30 yards; practice arrows at 20 yards; six scoring arrows at 20 yards and a 30 second speed round at 20 yards OR six scoring arrows and two rangefinders at 40 yards; six scoring arrows and two rangefinders at 30 yards; six scoring arrows and two rangefinders at 20 yards and a 30 second speed round at 20 yards.

An IKAC Round would be similar, with a practice end, two static ends and two-timed ends at each of 40 yards, 30 yards, and 20 yards. If rangefinders are used, rangefinders first, scoring arrows second during the first static end, followed by a static end and two-timed ends without rangefinders at each of 40 yards, 30 yards, and 20 yards.

8. Timed ends can be timed with a 30 second hourglass (or modern chronometer) with the Archer Marshal calling the commands. The standard conduct of a speed end is to:
  - a. Announce that "This is a speed end -- Archers will have 30 seconds to safely shoot as many arrows as they can at the target. The commands are Knock, (pause), Draw, (pause), Loose! When thirty seconds have elapsed I will call HOLD -- any arrow shot before Loose or after HOLD will cause the archer to lose their highest scoring arrow for that end." (If using a modern timepiece, you may call out 15 (fifteen) at the

halfway point, and countdown from five, four, three, two, one, prior to the HOLD but the countdown is not required).

Alternately the call may be "This is a speed end -- Archers will have 30 seconds to safely shoot as many arrows as they can at the target. The commands are 5, (pause), 4, (pause), 3, (pause), 2, (pause), 1, (pause), Loose! When thirty seconds have elapsed I will call HOLD -- any arrow shot before Loose or after HOLD will cause the archer to lose their highest scoring arrow for that end."

- b. Verify that the archers are ready, and give archers time to stick their arrows in the ground if they wish. In no case may someone else hold an archer's arrows or hand them to the archer for a speed round.
- c. Instruct archers to knock an arrow and stand ready.
- d. When you have determined the line to be safe and ready give the commands "Knock, Draw, Loose" or "5, 4, 3, 2, 1, Loose" starting your timing on "loose".
- e. It is good practice to have half of the line shoot the speed end and the other half act as spotters, effectively shooting in pairs. While one is shooting, the other can watch all of the shots, looking for arrows knocked out of the target by other shots or to spot the location of any arrows that shoot through the target. Arrows that shoot through the target in any scoring area count as 3 points on the standard five-color target, and 4 points on the period target.
- f. A maximum of two archers should shoot at a single target at a time. If you have more archers than this, arrange them in flights to observe the above maximum. The maximum is chosen to minimize damage to arrows from being hit by other arrows. Too many archers on a single target increase the chance of hitting other arrows.

#### **D. Archery Butts and Targets**

1. Make sure that the butt is large enough for target faces to fit full upon it.
2. Avoid placing the center of targets in front of soft spots in the target butts such as on cracks between bales of straw.
3. Target butts should be hard enough to stop arrows from the heaviest bows being shot. If you cannot stop the bolts from a 150-pound crossbow, you cannot allow them to be shot.
4. Target butts should be stable enough in construction that they do not fall over when being shot into, when arrows are being pulled from them, or be easily blown over by the wind.
5. Target faces must generally be whole and in good shape if the scores are to be submitted to the Kingdom or IKAC as competitive scores.
6. For official Royal rounds or IKAC competitions, the distances to the targets from the firing lines must be carefully measured using reasonable measurement means, with the firing lines clearly marked

#### **E. Scores**

Royal Round scores should be sent to the DAG-Scorekeeping within two weeks after a shoot. IKAC, Midrealm and other known world tournament scores should be sent to the DAG-Scorekeeping within 2 weeks after a shoot. The Captain of Archers (COA) in the group where a Royal Round or an IKAC was held is responsible for reporting the scores to the

Scorekeeper. The COA may appoint a deputy to handle this for him/her if needed. Scores may be mailed or emailed to the scorekeeper. All reported scores MUST include: SCA Name, SCA membership Number, Mundane Name, Archer's Home Group (barony, shire, canton or college. No household affiliations), the division in which an archer is shooting, and the type of equipment the archer is using in addition to the score. Scores missing information may not be counted at the discretion of the Archer General's office.

Because we participate in tournaments organized outside the kingdom such as the IKAC and the Midrealm Winter Archery Shoot reporting requirements can change each season. For the most current reporting format and requirements, please contact the DAG-Scorekeeping. His/her information is found in the back of the Outlandish Herald and on the Archer General website.

## 1. Royal Round Score Sheet

The Royal Round Score Sheet contains all the information that is needed when reporting scores. You'll find sample copies on the Archer General website. Avoid using out of date forms.

Each archer needs to fill out the score sheet or the daily roster completely so the COA has the information needed to complete the reports. Current members of the SCA may report official scores. Those in the process of attaining membership can have their scores reported so long as they fill out a waiver and report their membership number when they receive one.

**Scoring Note:** Scores for the FITA target are 1, 2, 3, 4, and 5 counting from white to gold. Scores for the period target are 2, 4, and 8 counting from the outer ring to the inner ring. If you have an odd number for a period score, double check to ensure that it was scored and totaled properly. **Odd numbered scores will be placed in the Open category regardless of the equipment used by the archer.**

**Division Note:** Children up to age 16 may shoot Royal Rounds at 15, 20 and 25 yards. If a child shoots at these shorter distances, they are in the Youth Open Handbow (YOH) or Youth Period Handbow (YPH) division. If a child shoots at the standard 20, 30 and 40-yard ranges, they are in the Open Handbow (OH) or Period Handbow (PH).

Once you are finished with the royal round, completing the score report is simple. Take the information from the Royal Round Sheet and fill in the blanks on the report form.

When scoring the Royal Round, the marshal will write down each arrow that was shot in the row next to the correct distance. The marshal will then total the scores at each distance and place that total in the last column. The speed round is scored the same way, but there are two lines so that up to 12 arrows can be scored. In this example, you'll notice that the number of arrows the archer shot in the speed round has been noted next to the word "Speed". If more than 12 arrows are shot, you can divide the boxes in half and write the score for one arrow to one side and the score for another arrow to the other. Be certain that you add in these additional arrows when you total! Once all distances have been completed, total the last column to arrive at the final score for the royal round. Be certain to note the event, date, marshal in charge and the host group. This information will be needed for the score report.

## 2. IKAC Score Sheet

As with the Royal Round Score Sheet, the IKAC Score Sheet contains all the information you need to complete the Score Report. Each archer should provide their SCA name,

Real Name, their group, shooting division, bow weight, and their SCA membership number. Only current members of the SCA may report official scores. Those in the process of attaining membership can have their scores reported so long as they report their membership number when they receive one.

You'll find a sample of the form in the Appendix. While the form looks complicated at first glance, it's really pretty simple. Columns are provided for up to 13 arrows on the timed rounds. Since you only shoot 6 arrows at the 40, 30, and 20-yard un-timed distances, the additional columns have been grayed out.

Once you are finished with the IKAC, completing the score report is simple. Take the information from the IKAC Sheet and fill in the blanks on the report form. The biggest difference between the Royal Round Score Sheet and the IKAC Score Sheet is the addition of a section for reporting extracted Royal Round scores. Since the IKAC consists of two full Royal Rounds and some additional rounds, two Royal Round scores may be extracted and reported. To extract the Royal Round Scores, look for the boxes R1 and R2 in the right hand column of the form. The scores in the boxes marked R1 can be totaled and placed in the space provided at the bottom of the form to attain one Royal Round score. The scores in the boxes marked R2 can be totaled and placed in the space provided at the bottom of the form to attain the second Royal Round score. You may not combine the scores in any other fashion to attain the two Royal Round Scores.

When scoring the IKAC, the marshal will write down each arrow that was shot in the row next to the correct distance. The marshal will then total the scores at each distance and place that total in the last column. The speed rounds are scored the same way. In this example, you'll notice that the number of arrows the archer shot in the speed round has been noted next to the word "Speed". While we don't actually track this number, it is nice to note it on the sheet. If more than 13 arrows are shot, you can note them in the margins of the sheet or divide the available boxes in half. Be certain that you add in these additional arrows when you total! You'll notice in the example above that the archer shot 15 arrows at 30 yards although 2 arrows did not score. The last two boxes were divided in half so that all scores could be displayed. In this case, you could have written the scoring arrows in the 13 boxes provided and ignored the non-scoring arrows. Once all distances have been completed, total the last column to arrive at the final score for the IKAC. Be certain to note the event, date, marshal in charge and hosting group. This information will be needed for the score report.

The next thing to do on this form is to extract the royal round scores. Take the scores next to R1 and total them. In this instance,  $6 + 10 + 30 + 11 = 57$  for the first royal round. Write that number next to the R1 below the "Scored by" box. The second royal round score is  $4 + 12 + 24 + 18 = 58$ . Write that next to the R2. When the scores are reported, all three scores will be noted. Remember that all IKAC scores must be reported to the DAG-Scorekeeping as soon after a shoot as possible so that they can be reported to the IKAC Scorekeeper within two weeks. Scores reported after the 30-day period has elapsed may be disregarded at the discretion of the IKAC Scorekeeper.

## **F. Forms to Assist with Reporting**

### **1. Archer Record Sheet**

The Archer Record Sheet was designed to make tracking archers in a group easier. The COA should prepare a sheet for each archer and for each division in which that archer participates. The record sheet contains the same information as the Royal Round and IKAC Score Sheets. In fact, if you keep careful records, you can save time during a shoot by collecting the SCA Name and division information from your local archers and then filling the remaining information from your record sheets prior to sending your report to

the DAG-Scorekeeping. You must still collect all the information from archers who are not in your records. This includes all visiting archers and any new archers. Each sheet also includes a space for the year so you may maintain long-term records on your archers. Noting the Group on the sheet is handy if an archer moves, since the sheet can be sent to their new COA and still identify where the archer resided when the records were made. You'll find a sample in the Appendix.

## 2. Archery Roster

The archery roster provides a convenient summary of all your Archer Record Sheets. You can use this as a quick reference to keep track of frequently needed information as well as some information that is handy to have on hand. If an archer has received the Golden Pheon (CGP), the Sharparrow (AIR) or is a Marshal of the Field (MOF) or Captain of the Archers (COA), you can note that information here. In addition, you can use this sheet for keeping track of an archer's current Royal Round Average (RR Ave), Rank and Division. You'll find a sample in the Appendix.

## 3. Archery Sign-up Sheet

The Archery Sign-up Sheet can be used to gather information that will be used on multiple forms during a day's shoot. This saves time by alleviating the need to write the information on every form or for every shoot. Be certain you get the information on at least one form or on this sheet so you have it for reporting. The addition of the Rank column allows you to help pair up experienced shooters with new shooters so that everyone can benefit from the archery experience. You'll find a sample in the Appendix.

# III. Captains of Archery Information

## A. *Establishing a Regular Practice*

The first thing you'll need for a regular practice is a Marshal of the Field. As a Captain of Archers, you are probably already an MOF. If not, please contact the DAG in your region or the AG to work on obtaining your MOF authorization. Once you've got a marshal, you'll need a location and a day and time that work for your archers. If you have a group of archers, find out which days and times would work best for them to practice. Regular practices can be set up quarterly, monthly, weekly or more often depending upon the interest of the archers in your group.

Next, locate a regular archery range in your community. This could be an established range or an area where you may obtain permits to safely set up a range. If you are using an established range, speak with the owner or manager to determine a day and time when the range would be available for a group of archers to practice. You may need to explain the SCA and its equipment and archery policies. If you need help with this aspect, check with your local seneschal, the Archer General, your Regional DAG, the Archer General web pages or the SCA web pages. If you are interested in setting up a range, be certain to check with the local authorities and obtain any necessary permits from the city or county prior to setting up a range.

Once you've got a location, day and time determined, contact your local newsletter and the Archer General to update the information for your group to include the archery information. Make announcements at all local practices and business or populace meetings. It is helpful to provide written directions and a map if this is a new location. You can also post the information to the Outlands-Archery email list to encourage people to travel to your practice.

## **B. Practices**

Practices are held for a variety of reasons including getting together with others who share your interest, practice and develop skills, training marshals and holding tournaments to test your archer's skills. If your range has the space available, during the IKAC season, April through November, you might wish to hold IKAC tournaments at some of your practices. If you don't have the time or are out of season for IKAC, Royal Round tournaments can also help your archers test their skills and progress. If your site won't accommodate a 40-yard range, you can hold Short Royal Rounds. If you hold these tournaments at a practice, please ensure that the scores are reported to the DAG-Scorekeeping. Contact the DAG-Scorekeeping for additional information.

It is strongly recommended that practices include a variety of activities. Do not limit your practices to only tournaments. Include time for archers to focus on their skills while shooting in an open format, individualized instruction and group instruction as well as structured tournaments to teach the skills necessary to be safe at events. Placing too much emphasis on any of these activities creates an unbalanced archer. Well-rounded practices will ensure that archers learn skills, safety and enjoyment of the sport.

## **C. Training Archers and Marshals**

Archers need to learn safety, skills, rules and courtesy. At practices take time to ensure that all aspects of archery are taught. An archer will only become better through practice. Don't focus entirely on one aspect of archery and lose sight of the other needs. A variety of practice activities will allow everyone to learn and grow.

During practices, you should practice your marshaling skills as well as assisting those who are interested in becoming marshals. Practices are an excellent time to work on line safety as well as marshaling skills, as the number of archers at practice is usually much smaller than during a tournament at an event. At practice, marshals may work to gain confidence and skill while ensuring that everyone remains safe. To assist in training marshals and to bring new ideas into your group, invite your Regional DAG to your practices. Also, speak with the DAG or the AG on any questions that you might have regarding training or authorization.

Take time to teach each other how to inspect and care for equipment. Each archer is responsible for his/her own equipment. If possible, have experienced archers, fletchers and bowyers give demonstrations on equipment care and maintenance. This is also a good time to share ideas and assist archers in moving toward more period equipment and skills.

Holding tournaments will allow archers to learn line courtesy as well as teaching marshals the skills needed at events. Tournaments at practice should focus on learning courtesies and safeties that will make events run more smoothly and enjoyably for everyone. Since events rarely have unlimited time for tournaments, it is useful to teach archers to respond to the marshal's commands promptly and to retrieve arrows quickly. Teach proper etiquette for arrow searches and handling other archer's arrows.

## **D. List of Archers -- The Roster**

It is important to maintain a list of the archers in your area. This list should include the archer's SCA and modern name as well as their contact information, membership number and expiration date and any other information you might find helpful to contact them. The list should also include their current Royal Round Average and Kingdom Archery Rank. In order to assist in setting up classes or directing those interested in learning various skills, you should include information on the archer's bowyer or fletching skills, period archery expertise or other archery related information. Include information on archery awards that the archers have received from the kingdom or local group as well as whether they are currently authorized as marshals. This roster needs to be included in your annual Domesday report but



it will allow you to have information at hand that can assist new archers within your area and help to provide recognition to your archers. A sample roster form is available in the Appendix.

## **E. Problems or Injuries**

All archer marshals and COAs have the responsibility to report injuries, property damage or safety concerns to the AG and their local Seneschal. You should ensure that any injury which required attention be reported immediately as well as any property damage that occurred during an archery practice or event. If an archer was removed from the line for safety concerns, notify the AG, the DAG and if the archer isn't from your group, his/her COA. While no one wishes to create problems for another, it is important to report these items to help archers get the training they need as soon as possible. Often the AG and DAG can work with the archer and his/her captain to provide training and information to help the archer become safer. If you ever have a question about whether something should be reported, give your Regional DAG or the AG a call. They will be happy to work with you to ensure that everyone can have a safe and enjoyable time on the archery line.

## **F. Paperwork**

Every office comes with its share of paperwork. The position of Captain of Archery is no different. Each COA must report to the AG each month and provide a Domesday report at the end of the year. In addition, COAs should ensure that their local Knight Marshal and Seneschal are kept informed of archery happenings within the group. **This includes collecting waivers from non-members and submitting them to your local Knight Marshal.** If money is collected, the group's Treasurer will need a report to ensure proper accounting. If you are a COA within a barony, you'll also want to ensure that your Baron and/or Baroness know what's happening on the archery range and whom they need to be watching out for when they consider recognitions or are asked by the Crown or other Coronets about individuals within the group. Finally, any IKAC or Royal Round scores must be reported to the DAG-Scorekeeping within 2 weeks to ensure that the archers are receiving proper recognition as they advance in archery rank or work toward the recognition of their peers within the rest of the SCA by being acknowledged in the IKAC rankings.

### 1. Scores

Royal Round, IKAC, Midrealm and any known world tournaments scores must be sent to the DAG-Scorekeeping. The score reports should be sent to the address listed in the back of the Outlandish Herald for the DAG-Scorekeeping or on the Archer General website. They may be emailed or sent hard copy. Phone reports are discouraged as information may become garbled. Royal Round, IKAC, Midrealm and any non-Outlands sponsored known world tournament scores must be sent within two weeks of the event.

Archery ranks are based upon the average of the top three scores reported for an archer during the season. For novice and bowman archers, all of the scores may be shot at practices. For yeoman and above, one of the three scores must be shot at an official event published on the Outlands kingdom calendar. If an archer has one away score of 1 point and two practice scores of 80, the archer's average will be  $80+80+1$  divided by 3 or 54 to make Yeoman rank.

Copies of all reports received by the DAG-Scorekeeping are available from the DAG-Scorekeeping. If you have any questions about scores shot by members of your group or which you have turned in, you may contact the DAG-Scorekeeping. The DAG-Scorekeeping provides information on the scores received to the Archer General who will ensure that all archers receive recognition for their new rank and to the IKAC Scorekeeper who processes scores for all kingdoms in the society.

## 2. Archer General Reports

Reports need to be sent each month to the AG by the 20th. The monthly reports should be sent to the address listed in the *Outlandish Herald* for the Archer General or on the Archer General website. They may be emailed or sent hard copy. Copies of the report should be sent to your local knight marshal, seneschal, and coronet if your group is a barony. If your group has no activity during the month, just send a postcard or an email to the AG to let them know you haven't forgotten them.

## 3. Local Reports

Local reporting requirements vary for each group. As a general rule, you should send copies of the Archer General report to your local knight marshal, seneschal, and coronet if your group is a barony. Beyond that, your local treasurer will need an accounting of all money spent or collected for archery in your group. Coordinate with your local treasurer to determine the local policy for handling money.

Often groups have business or populace meetings where officers share the status of their activities. Business or populace meetings are usually scheduled monthly or quarterly depending upon your group's traditions. Your seneschal will be able to provide information on how these meetings are handled and what information would be very helpful to your fellow officers and your fellow group members. At a minimum, you will probably want to report on how many archers are participating, follow up on any recent events involving archery and provide information on upcoming archery events. These meetings are often the best place to learn what your fellow officers can do to help you and what you can do to help them. They are a valuable resource to help your office run smoothly. Be proactive and supportive of archery in your group. Often an autocrat will have the site and space available for archery but not be aware that they can coordinate with you to provide archery at an event. Always ask about archery possibilities at upcoming events.

## 4. Annual Domesday Report:

The annual Domesday Report is due to the Archer General by December 1st. This report is a summary of the year's activities in your group from the preceding Domesday to the current Domesday. The list of the archers in your group should be included in this report. This list should include: Archer's SCA name, modern name, address, phone number, SCA membership number and expiration date, top three Royal Rounds, Kingdom ranking, score average, and other pertinent information on archery, marshaling, and bowyer and fletcher skills.

## 5. Inventory:

You should keep an inventory of the archery items that your group has available. This report should be sent to your seneschal and to your quartermaster or inventory officer if you have one. It is also helpful to include this information in your Domesday Report along with a wish list of items that your group needs. By sharing this information with your AG, he/she may be able to assist groups in sharing items that may benefit other groups. An inventory should be taken annually as well as when leaving or assuming the COA position.

## 6. Archery Fund:

Some groups maintain an Archery fund to help cover expenses for the group. Contact your local treasurer to get information on starting an archery fund within your group. Once you have a fund, you will want to organize fundraisers to assist in purchasing targets and any other supplies the group as a whole will need to support archery within your group. This fund can not supply personal items to the archers but can help offset the cost of expensive winter sites.

## **G. *Deputies***

All COAs of baronies are required to take and train a deputy but COAs of all groups are encouraged to do so. The deputy to the COA can provide a second marshal at practices and can allow the COA and the deputy to share the responsibility for setting up the range at practices and events. Having deputies can allow a COA to focus on various aspects of the archery community. If the deputy has an interest in one aspect of archery, the COA can delegate that deputy to be responsible for that aspect and report to the COA on its progress. For example, if a deputy has an interest in children's archery, the COA can ask the deputy to organize and develop children's archery within the group. Similarly if the deputy has an interest in teaching various aspects of bow or arrow building, the COA might ask the deputy to coordinate various archery classes within the group.

In addition, the baronial COA deputies should submit a report to the AG each November and June. This allows the deputy the experience of preparing a report and allows the COA to take a small break. The COA is ultimately responsible to ensure that the report is filed and is encouraged to assist the deputy in preparing the report.

Finally, trained deputies provide an important ability to the COA when they near the end of their desired time in office. They allow the COA to return to shooting and pass the office to its next officer knowing that they have the experience, training and interest to help archery thrive within their group. All too often as we near the end of our time in office we are faced with the uncertainty that others will continue to foster the group. Training deputies, even if they have no interest in succeeding to the position of COA, will give your successor a pool of talented people who can assist them.