

How To Do Your Damn Job
Or
A P M ' s P r i m e r
(Kingdom Edition)

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Because Sometimes You Have To Start At the Beginning (Introduction)

So, you decided to run for the Office of the Prime Minister of the Wetlands. You may have had competition. Probably, you did not. Not many people want the job, but I assure you if you keep up with a few details, it can be both rewarding and addictive. You do not have to be a detail-oriented records accountant. At the end of my reign, I believe that I have sufficiently stabilized the Office such that being the Kingdom PM should be a matter of sticking to your guns and assigning duties where duties should be assigned.

The Office is not static. It is not possible to simply maintain this position. You must work to improve the processes of the previous Kingdom PM. You should have your own goals, and try to meet them. Most importantly, document them! Tell the next Kingdom PM what you have done, what the problems are and how you think the Office can improve. If this is your first term, I highly recommend reading this document well before your first event. In fact, read it now.

This document makes certain assumptions about the status of the Office. These are as follows:

1. **Taxes** – Taxes have been filed in the previous fiscal year. Taxes are due in May. If not, the corporation is in default. You will have to get it out of hoc. See the final section *Because Sometimes Nobody Else is Perfect: Corporation in Default*.
2. **Records** – The Wetlands Records System is available and up-to-date. This will greatly simplify the most tedious and time-consuming part of your job.
3. **Treasury** – The Kingdom retains a positive-balance treasury and bank account.
4. **Insurance** – The Kingdom has an insurance policy.

There are three main areas of your duties: Corporate Affairs, Records, and Events. This document is laid out to cover each of these areas in turn. Each section tells you what your duties mean, and when you should be doing it. You might make a calendar. I always like to let them sneak up as little surprises. Anyways, you have quite a bit of work ahead of you, so good luck.

Because White-Collar Crime Happens to Blue-Collar Amtgarders (Corporate Affairs)

There are certain functions required of you by the Corpora, the State of Texas, and the Federal Government. These are your duties as the CFO of the corporation. Not all of them apply during every term, but you should consider them. Generally, you will be performing these duties between events, during normal business hours. You will have to some take time to accomplish these, and some of them can take some time to accomplish.

Most of the Corporate Affairs of the Kingdom are listed in the Corpora. Others are vaguely described as “other legal responsibilities.” I have tried to make a complete list of these in this document.

Opening For Business

Hopefully, the previous Kingdom PM did everything that needed to be done and more. You are inheriting a monument to efficiency. Likely, you are not. Someone may have tossed you a bag of money and said “Good luck” in passing. The following is a quick checklist of what needs to be done immediately. I have ordered them by importance—the order that will result in the least jail time for you.

1. **Taxes** – Is it the summer term? Were taxes filed last year? Will you have to file them this year? If it is, you can file with the local Comptroller.
2. **Treasury** – Did you receive a treasury? Is it in cash? You should deposit it immediately.
3. **Corporation in Default** – Do you still have a Corporation? If taxes were not filed, it is a good bet that you do not. You can resolve this with the Comptroller.
4. **Bank Account** – Is there a bank account? Are you the signor? Who is? How do you reach them, and when will you transfer signors?
5. **Insurance** – Does the Kingdom have insurance? Do you have the policy and binder? Will you need Special Event Insurance? When will you need it?
6. **Corpora** – Do you have an updated copy of the Corpora? Is it posted to the populace?
7. **BOD** – Who is on the BOD? When do their terms expire?
8. **Records** – Is the records system in good standing? Do you have access? Do you have special Kingdom PM’s privileges?
9. **Assets** – What Kingdom assets exist? Who has them? How will you acquire them? Who should have them?

Corpora

You should be extensively aware of the Corpora. You will be asked to arbitrate on matters of the Corpora in the most unusual or stressful of times. Your authority on this should be firm and final. If you do not understand the Corpora or how to read it, you must find someone to explain it and tutor you in it. There are specific areas of the Corpora that apply to you, as follows:

<i>Section</i>	<i>Description</i>
§1.0 Club Membership	Counting the Populace, Contributing Membership (CM), Attendance. Strangely, includes a section on Provincial Title. You will be responsible for setting the policies by which this section is interpreted. There is some leeway in interpretation.
§2.0 Dues and Policies of the Treasury	Dues for CM, Extended Memberships, Donations, Expenses, Income, and (of course) Relics. There is not much interpretation in here, and most of it makes sense. The Wetlands Records System keeps track of most if not all of this section automatically.
§3.1.2	You can call an Althing. Remember to follow regulation §3.1.3.
§3.2.3	You preside over Althings. This is not clearly defined. Interpret as you see fit.
§3.3.3	You should be highly aware of Althings recommending expenditures, what they are for, and how they will impact the budget for the year. If you have to pay for insurance, and the Althing wants to buy a pony, you need to make sure that they understand the repercussions.
§3.3.6	Aside from promoting and demoting parks, you should be the expert on the status of new or defunct parks.
§4.1.1	You determine who is CM, and therefore, who votes.
§4.1.2	Again, suffrage.
§4.2.1.2	CM status, again.
§4.2.2.1	You run Monarch and Regent elections.
§4.2.2.4	Make sure the Provinces have their proxies done correctly.
§4.2.3.4	Automatically add a dues semester (6 months) to each Officer in the Records system.
§4.2.4 Removal	You should look at this carefully. You determine who votes, and have the right to remove another Officer.
§5.3 Prime Minister	Theoretically The List of Duties. Note the previous 4 sections, however.
§6.3.2	Make sure the Provincial PMs actually turn in their records. Currently, this implies that they use the online Wetland's Records System and keep it up to date.
§6.3.3	Make sure to actually get all of the dues from the Provincial PMs. This can work out to a substantial portion of the Kingdom income per year.
§7.1.1.3	Apparently, you are the CFO of a Corporation. Congratulations. I had business cards made.
§7.1.3.2	Texas Law supersedes here, and the BOD should meet each month, not every three.
§7.1.4.2	More responsibilities. Mainly, you must actually keep track of all the money they keep handing you.
§8.1.1	You are not the Crown Qual Autocrat, you just run the elections.
§8.2.3	BOD seats are only elected at Coronation. Never at Midreign. Every Midreign, someone tries to have BOD elections. Use your infallible knowledge of the Corpora to correct this mistake.

The pertinent sections of the Corpora will be reproduced at the end of this document in *Addendum: Pertinent Corpora Sections*.

BOD

BOD elections only occur during Coronation. Never during Midreign. You will have to run elections for two members (the elected positions), plus pro-tem positions for Monarch or Regent. You should have an updated copy of the Treasury for all BOD meetings.

Althings

You should try to be aware of any amendments circulating in the Kingdom. An amendment requires:

- 20% of the Contributing Members of the Kingdom to sign to come to vote (§3.3.2.3). This must occur one month prior to Quals (§3.3.2.2).
- An approval vote (majority vote) to go on the ballot at Quals (§3.3.2.3).
- Can only be voted on officially at Quals (§3.3.2.1).
- Can only address one issue (§3.3.2.6), but may modify many areas of the Corpora to address this issue.
- Must be ratified by two-thirds of the Contributing Members at the Qual's Althing (§3.3.2.8).

Otherwise, you preside over Althings (§5.3.6), although this is poorly defined. You should bring an updated Contributing Member list to each Althing.

Taxes

Taxes are filed every year in May. If you are a Summer Kingdom PM, you should look into filing taxes immediately. Go to the nearest Comptroller's office and request a non-profit tax filing form. It is a ½ page form. It is not rocket science. You will need to know the names and addresses of the current BOD (did you complete step 7 above?). You will need to know about how much money the Kingdom made in the previous year. If there are good records, you can simply look this up. Otherwise, a number between \$8000-\$10000 is a good bet.

Bank Account

As a requirement of our (now defunct) contract with the BL BOD, we must keep a bank account. It is an extremely good idea to keep one. Many banks offer low price or free business checking accounts. Currently, the Kingdom has an account with Compass Bank.

Insurance

The Kingdom may or may not be covered through the Central Texas Kingdoms of Amtgard. This organization is designed specifically to find and retain insurance for the Kingdoms of the Emerald Hills, Celestial Kingdom and the Wetlands. Having a policy through this organization is the simplest solution, and probably the most cost-effective. Otherwise, there are generally two types of insurance (well, three, but the last one is informal):

- **General Coverage for the Kingdom** – If we can afford it, this is the best.
- **Special Event Insurance** – This covers a single event. It is usually a last-ditch option.
- **Rider** – Get added to the insurance policy of the land owner.

General coverage is ideal. Have the policy reviewed by someone who knows what they are looking at. As of now, that is Jennifer Walls (Tavi Threetoes). It can take weeks or months to acquire this insurance, so if you do not have insurance, I hope you read this document 13 weeks before the next event.

Special Event Insurance is one-shot insurance that will cover any single event. It can take days or weeks to acquire this insurance. You will need at least four days. The less time you have, the more expensive it will be (\$600+ for a weekend).

A Rider on the land owner's policy is a last ditch option. You can get this in a few days if you must; however, you had better be on spectacularly good terms with your land owner.

Because the Monarch Knows the Word 'Nepotism' (Records)

Although records are not the most important aspect of your job, they are the most visible. The easiest way to manage them is through delegation. Your Provincial PMs are the best suited to handle the records of the populace. They deal with a small number of people. They know the populace and can work more directly with them. In the past, it was necessary for the Kingdom PM to collate and reconcile this information by hand. With the Wetland's Records System, this is no longer necessary. If you do not have a publicly accessible online system, arrange for one as soon as possible. The ORK (Online Record Keeper – www.amtgardrecords.com) is an excellent option.

Attendance

Attendance is probably the most difficult bookkeeping problem you will face. This is because the current Corpora counts attendance records in four distinct ways. Some of this is up to interpretation. I will give my interpretation here, but you will have to decide for yourself how this is done. Keep in mind that there is a lot of tradition, and it can be very difficult to change the method by which attendance is calculated.

If you are lucky, the Wetland's Record system is still available, and performs all this counting quickly and automatically. Just in case, I have reproduced the methods I use here:

1. **Personal Credits** – A player gets one credit for each week they show up to Amtgard, anywhere and for any reason (§1.3.1). This includes fighter practice, A&S practice, battle games, or any other sanctioned Amtgard meeting. This means that you must define a beginning and end of the week at least for the Kingdom, and ideally for each province. A player's week is defined by the province they claim. The player can acquire up to 6 credits per month in this manner, but no more than 53 per year. Additionally, a player earns one credit for each day they attend a Kingdom-level event (Midreign, Endreign, Qualls, Dragonmaster, Weaponmaster, Relic Quest, etc.). Because of logistics, players usually earn all the credits for an event regardless of the number of days attended (but at least one). A player earns a single extra credit for traveling more than 200 miles. This is rarely tracked in practice. The Monarch may grant additional credits at whim. A provincial monarch may grant extra credits for "exceptional attendance" (§1.3.2). This is not well defined.

Example:

The Shire of Dark Ones meets on Saturdays. The Duchy of the Deepest Trench meets Fridays. Their respective meeting days determine the start of their weeks. If Shadowcloak Angstmuffin of the Shire of the Dark Ones attends twice in February on a Friday and Saturday, the ordering of those attendances will determine if he receives one or two credits: If he attends Friday and a following Saturday, he receives two credits, because Saturday is the beginning of a new week for the Dark Ones. If he attends Saturday and the following Friday, he receives one credit—Friday is the last day of the same week.

2. **Personal Attendances** – A player can acquire one provincial sign-in per week, as defined in the Personal Credits section above (§1.2.2.1). I interpret the meaning of credits in this statement as a personal credit as defined in §1.3. The limit is 6 per month—53 per year (or 54 in rare leap years)—and there are no exceptions to acquiring more. A player must actually show up to a province and sign in to acquire a personal attendance, and never more than once per week.
3. **Provincial Size Credits** – A province acquires one credit for each person who shows up to that province's events per week (§1.4.1). The Corpora is vague in describing this. I interpret this to mean that a player's sign-in only contributes a single provincial size credit per week, regardless of the number of times that player signs in. Again, the beginning of the week must be defined. A province only gains attendance credits for their *native populace* showing up at their *home province*. A province gains no credits for visitors, or for native populace visiting other provinces.

A park can gain no more than 29 credits per player per 6 months. A park can gain no more than 53 (54 in rare leap years) credits per player per year. In practice I allow parks to drop two rain weeks from their average each six months. If a player switches parks their prior attendances do not “move with them.”

Example:

Shadowcloak Angstmuffin of the Dark Ones has been vying for his Warlord title for almost the entirety of the 6 months he has played Amtgard. He has noticed that the Shire of Dark Ones has a lot of flavah, but the Duchy of the Deepest Trench has a lot of stick. He switches every other week attending each park. For the last six months, he has acquired 26 personal credits. The Shire of the Dark Ones has earned 13 provincial size credits. The Barony of the Deepest Trench has recorded 13 personal credits for Shadowcloak but gained no provincial size credits. Shadowcloak decides it is time to put some stick on, and transfers to the Barony of the Deepest Trench.

Although the Shire of the Dark Ones has lost a player, they retain the provincial size credits they accrued during his tour of the Shire. And although the Barony of the Deepest Trench has acquired some rather flavah-ful stick, they do not accrue the prior 13 personal credits that Angstmuffin had at the Dark Ones as provincial size credits.

4. **Provincial Title Credits** – This is similar to the above with the distinction that only credits of players *with a signed waiver* are considered (§1.4.2.1-§1.4.2.5). The Corpora here only references “native populace.” I interpret this to mean provincial size credits as defined above, not the entirety of the populace that claims the province. In practice, I allow parks to retroactively gain the credits of unwaivered players after they have signed a waiver.

A quick note on average attendance: I have found that the average attendance of the Kingdom (the sum of the averages for all the provinces) is a good predictor for the size of Kingdom events. You should watch these numbers closely as you approach an event. A surge or dip in average attendance can be a signal that you may need to adjust your budget for the next event.

Contributing Membership

Once all the definitional aspects of attendances and credits are resolved, Contributing Membership status is trivial to determine. To be a Contributing Member, a player must:

1. Be current with dues status (§1.2.1.1, as well as §4.2.3.4 and §4.3.3.3).
2. Have 12 Personal Credits and 8 Personal Attendances (§1.2.1.2).
3. May not be an Active Member of any other Kingdom (§1.2.1.3). This is an extremely vague statement. I interpreted this to mean that a player is not an “Active Member” of any other Kingdom according to that Kingdom’s definition. If I remember correctly, the only time this officially applies is to Sir Leif of the Empire of the Iron Mountains, who is a “lifetime member” of the Kingdom of the Emerald Hills. Not that the Empire of Iron Mountains really says anything. Note that some other Kingdom’s Corpora’s are vague on this definition and therefore some large part of the Kingdom may, in fact, be “Active Members” of other far-flung Kingdoms, and not eligible for Contributing Membership status. I usually ignore this section, although there have been occasions where it clearly applied (a player attended all local provincial meetings in another Kingdom, but claimed the Wetlands).
4. Must claim a province of the Kingdom. A province is any group that has passed muster at an Althing.

Awards

Awards can be a vexing problem for a new Kingdom PM. Many awards or poorly tracked or the “paperwork” is lost. Generally, it is best to delegate responsibility for verifying awards. If an award is grantable by the claimant’s park, leave the decision to the local PM. If the award is grantable only by the Kingdom, you must attempt to verify the award. If you can find no verification, then your only recourse is to ask the current Kingdom Regent or Monarch to approve the award.

Dues

Dues are actually a fairly significant portion of yearly budget. Make sure that you collect your dues from the local provinces. During my reign, I only collected dues at Qualls, because all memberships expired at Qualls. Now that this has changed, you should be accepting dues year-round. Unfortunately, I will have to leave the logistics of this up to my successors to resolve.

Waivers

The Kingdom should keep at least one, and up to three waivers per player. The first, and most critical, is the Kingdom Liability Waiver. A copy of this waiver, and all other pertinent waivers on included at the end of this document in the *Addendum: Waivers* section. All players should sign this prior to playing at a Kingdom or province-sanctioned Amtgard event. Additionally, the land or property owners at events may ask you to sign additional waivers. It is your responsibility to have these signed, and give them to the property owners. It is then their responsibility to track the actual paperwork, although ideally you will track it yourself as well. Currently, the Kingdom requires a general Liability Waiver, a BorderKeep Castle Waiver, and a Jones Country Site Waiver.

Knight's List

The Knights will need two lists from you. Let me assure you that you will want to get these lists correct, and correct the first time without revision.

- A list of all Knights who are Contributing Members.
- A list of all un-Knighted Masters who are Contributing Members.

Hopefully, this is a report you can run from the Wetland's Records System. If you are unsure, the Guild Master of Knights usually keeps a list of Knights and Masters, and you will only have to determine who on the list has Contributing Membership status.

Assets

For some reason (against better judgment), the Kingdom has decided to purchase and keep several assets. There are a few things to consider:

- You should have a worksheet of what assets the Kingdom retains, their value, who currently has them, and how to reach the bearer of each asset.
- Do these assets contribute materially to the tax status of the Kingdom?

As of the writing of this document, the Kingdom retains:

- Two or three Thrones.
- Several extension cords.
- A set of Monarch's and Regent's Crowns.
- A set of Monarch's and Regent's Crowns disguised as WWF belts.
- A PA system.
- Eight tiki torches.
- A ballot box.

Basically, everything you would need for an island getaway with an dictator practicing his speeches.

Because Sometimes They Like to Cast Fireballs in Large Groups (Events)

The Kingdom can have at least 8 and up to 15 or 16 Kingdom events per year. Of these, Midreign and Endreign will be the most important to handle correctly. Make sure you have good communication with the Autocrats of all of these events, as they will often do strange things, like ask for money.

Reserving Land

You should be the Kingdom's first-line contact with the land owners, and be on a first-name basis with them. This means taking time to speak with them and to get to know them. Amtgarders will do many strange things on and to the land they reside on for the weekends. You should have the contact number for the land owner, and a firm grasp of their costs and expectations of the Kingdom. All this information must be conveyed to the event Autocrats, although you may often need to act as a buffer between the Autocrat and the land owner. Losing the site for your events can be a huge setback for the Kingdom, and can take hours or days to rectify.

Insurance

The Kingdom's major events should be insured. This includes Midreign and Endreign. The Kingdom will probably be required to keep insurance. You can acquire Special Event Insurance or a Rider (as described above,) although a standing yearly policy is more ideal. Make sure you know who is managing and paying for insurance (if it is not you). Make sure you can acquire a copy of the policy or binder when you need it. You should keep a personal copy on hand for all events that require one.

Budgeting

The Kingdom has grown to expect quite a lot from events. You should require a budget from the Autocrat. If they do not provide a budget, define one, and provide it to the Autocrat. Do not allow them to deviate. The Kingdom is non-profit, and must therefore budget events very closely. As an estimate, you can determine the number of event attendees by the Kingdom average weekly populace. Current real-world numbers for an event usually run as follows:

Guests: 120, 110 adults, 10 children

Costs (per person):

<i>Item</i>	<i>Per Person</i>	<i>Static/Variable Total Cost</i>
Site Fee	\$4/person, children free	\$440
Site Utilities	\$1/person	\$110
Feast	\$5/person	\$600
SCA – Castle Use	\$2/player	\$220
Insurance	\$3-5/person	\$250-650/event
Incidental Expenses	\$1.50/person	\$150/event
Gate Crash	\$20/person	\$100
Total Costs	\$16.50 to 18.50/person	\$1870-2270/event
Gate Income	\$20/person	\$2200/event
Total	\$1.50 to 3.50/person	\$-100 to \$300/event

Site Fees, Site Utilities, and SCA expenses are variable with the number of participants. Feast increases per head with fewer participants, and decreases per head with more. Gate crashing decreases with fewer participants, and increases with more. Insurance and incidental expenses are relatively static with respect to the number of participants.

Gate

It is easy to do gate wrong, and hard to do it right. Correctly run, gate will require only little of your attention, but will see that everyone on site pays gate fees. Done incorrectly, you will get no sleep, spend hours at gate, and lose gate fees. My suggestion for running gate is as follows:

- Contact the Gate-o-crat early. The Gate-o-crat will need:
 - Site tokens (gate token, alcohol tokens, and feast tokens),
 - Petty cash for change (2×\$20, 2×\$10, 4×\$5, 20×\$1),
 - A cash- or lockbox,
 - Copies of all the waivers (1.5×number of expected guests),
 - Sign-in sheets,
 - Feast or other reservation lists,
 - Money-drop envelopes.
- At the end of each day, or every several hours, collect the current sign-in sheet, and drop envelope. The envelope should contain all but \$100 for change. The contents of the envelope should contain money equal to all the sign-ins on the sheet(s) you collect from gate as well as those sign-in sheets. Seal, timestamp, and sign the envelope. Write the number of adults and children, and the amount of money on the envelope.

Quals and Elections

You do not and cannot run Quals (§8.1.1). You run the Monarch's and Regent's elections. There are only a few things you will need for this:

1. Publish a list of Contributing Members three to four weeks prior to Quals. You will revise this list later.
2. Send out proxies to the Kingdom three to four weeks prior to Quals. This should contain all Monarch, Regent, and Guild Master candidates.
3. Acquire the ballot box.
4. Print ballots the week before Quals.
5. The day before Quals, print a list of all Active Members (players with 12 personal credits and 8 personal attendances, but not dues-paid), and a list of all Contributing Members. Divide this list by province.
6. Determine the Contributing Members who have not had dues paid to Kingdom, or whose dues will expire at Quals.

The election procedure itself will be fairly straightforward, and can be done quickly.

1. Collect and collate all Proxies during the Qualification rounds.
2. Acquire two or three judges for handling the ballots.
3. Allow your judges to vote early.
4. Collect dues from provincial monarchs and update your Contributing Member lists.
5. After the Candidates have been Qualified, form two or three (or more) lines of populace, one for each judge, evenly dividing the lists from step 5 above between each line by population size.
6. Collect ballots. Each judge should determine the Contributing Member status of a voter prior to allowing them to vote.
7. You should manage a separate line for unpaid Active Members who wish to pay dues and become Contributing Members. You should collect at least \$6 from them, and give them a receipt for an extended membership. Then allow them to vote.

8. Collate all the ballot votes.
9. The winner is determined by plurality. That is, whoever has the most votes wins. This is different from a majority, where some candidate must acquire the majority of all of the votes.

BOD members are only elected at Coronation.

Tips and Policies

- Only spend money where it needs to be spent: the major items on your event budget. Insurance. Taxes and Corporate filing fees. Everything else plays second fiddle.
- Acquire the bank account, and determine the status of the Treasury as soon as possible. Do a yearly budget from event to event.
- Set attendance, Contributing Membership, and provincial title size policies and interpretation early, and stick to them.
- Determine a Contributing Membership determination policy. If it is the Wetland's Records System, use this. If you keep a manual list, publish it on a schedule, but stick to that list for any given period. Do not allow last-minute additions or revisions.
- Make the gate process at events as formal as possible. Count the money clerk-style. Arrange all the money in the same direction. Bank clerks count money as follows:

<i>Denomination</i>	<i>Number</i>	<i>Total</i>
\$100	3	\$300
\$50	0	\$0
\$20	17	\$340
\$10	8	\$80
\$5	12	\$60
\$1	76	\$76
Checks	\$122	\$122
	\$43	\$165
	\$85	\$250
Total		\$1106

- Do not accept checks. The bank will charge you \$20 to \$30 for a returned check.
- Do not accept coins. Coins are difficult to track, count, and work with. Some players will pull pranks and attempt to pay in nickels or pennies. Refuse payment and entry at gate.
- Don not bump a provincial title up if the province just meets requirements. Make sure they have a point or a point-and-half over necessary.
- Be reluctant to bump a provincial title down. Provinces fluctuate; give the province three or six months to make it up.
- Know how many signatures are needed to bring an amendment to the Althing.

Event List

- **Endreign** – Manage gate. Have a budget. Check your insurance. Know your Autocrat, Gateocrat, and land-owner. You should prepare two to three weeks in advance.
- **Midreign** – Manage gate. Have a budget. Check your insurance. Know your Autocrat, Gateocrat, and land-owner. You should prepare two to three weeks in advance. Have a Contributing Member list available to the Monarch for running the Kingdom PM's election.
- **Relic Quest** – Have a budget. This should require little or no preparation on your part.
- **Dragonmaster/Weaponmaster** – Have a budget. This should require little or no preparation on your part.
- **Quals** – Know the amendments. Have a proxy out three to four weeks before Quals. Know the Autocrat, and the qualifications for Regent and Monarch. Have your ballot boxes, election judges, ballots, Contributing and Active Member lists available.
- **Althings** – Know the issues. Have a Contributing Members list available.

Because Sometimes Nobody Else is Perfect (Emergencies)

Hopefully this section will remain an interesting but largely academic catalog of omissions and errors. I have fixed a few of these, and recorded my solutions here. Some I made up, and provided Shat If? solutions. Of course, the particular circumstances, new laws, and needs may add items to this list. Keep in mind that most of the items on this list are neither particularly difficult nor time-consuming to resolve. Someone just has to actually get up and do them.

Taxes Not Filed

Fixing unfilled taxes is actually quite easy. You will need:

- Several spare business hours during one or two days.
- A pen (often provided by the Comptroller).
- A tax filing form (provided by the Comptroller).
- The names and addresses of the current BOD.
- An approximation of the total revenue for each year not filed.
- The original corporate filing paperwork.
- Corporate TIN (Tax ID Number—although I found that both banks and the Comptroller can look this up for you).

The process itself is easy:

1. Collect the above list of items.
2. Go to the Comptroller's office.
3. Fill out one (½ page) Tax Filing Form for each year that has not been filed.
4. Hand them to the Comptroller.

Corporation in Default

You are probably in default because you did not file your taxes. First, fix that. Second:

1. Get a letter of recommendation from the Comptroller to the State begging forgiveness and reinstatement. This is actually a form letter. I find it fascinating that Comptroller's keep a Letter of Groveling on hand as a form letter.
2. Mail (with an envelope) the letter to the State (the Comptroller should provide the address). There is no filing fee.
3. Wait six to eight weeks. When I did this, we were approved in less than three.

No Records

You may not have records. Do not fret. You provincial monarchs are here to help. You should start some policy for collecting and collating those records from the provinces. If a province is behind on their own records, keep pushing on them to acquire them. If you have a records-keeping system (like the ORK or the Wetland's Record System), have your provincial PM's update that system. Otherwise, only keep track of high-level awards. Keeping track of all the awards and attendances and credits will be nearly impossible.

No Treasury

This is a fairly major issue. You will need to borrow petty cash for events. The Autocrat will have to be extremely careful with the budget for the next major event, and the feast-o-crat and land-owner will have to be amenable to being reimbursed for expenses.

No Bank Account

Get your corporate paperwork handy, especially the TIN (Tax ID Number). Find a bank with free business checking accounts, and set up an account. Bring the Monarch with you. Make sure you get statements, and there are no hidden fees. Make sure the mailings go to an address that you can check.

No Insurance

Ask around the Kingdom for knowledgeable members. You are seeking either a general policy, or special event insurance. Speak with the Monarchy of the Emerald Hills or the Celestial Kingdom. Speak to the land-owner, they often have good resources for event insurance. Find a member of the SCA (Society for the Creative Anachronism), and see if you can get a policy under the SCA.

No Land

You should form a committee to resolve this immediately. It can take weeks to find good property. There will be a lot of travel involved, and a lot of phone calls. Try to find one centrally located. Colmesneil is near the geographic center of the Kingdom. North East of Houston is the population center of the Kingdom. Find out if any members have tracts of land, or relatives with tracts of land that are amenable to camping, and who might be willing to let the Wetlands make use of it for a weekend.

Corpora Out of Date (Lost)

Immediately form a committee to compose a new Corpora. Ask other Kingdoms (Emerald Hills and the Celestial Kingdom) for a copy of theirs, or if they have a copy of the Wetland's Corpora.

BOD is AWOL

Hold elections for pro-tem members immediately. Take those members to the Althing for ratification.

Assets Missing

Find the last asset worksheet. Contact anyone who has any of the assets and find out who they think has them. As a last resort, write them off as losses against revenue.

Addendum: Pertinent Corpora Sections

1.0 Club Membership

1.1 Populace - The populace of the Wetlands includes all individuals affiliated with the Wetlands or a Wetlands province. All members of the populace must meet the following requirements to play Amtgard in the Kingdom of the Wetlands:

- 1.1.1 A Kingdom waiver must be signed.
- 1.1.2 If under 18, an EMS release form must also be signed.
- 1.1.3 Must abide by all Amtgard rules of safety as defined in the most current edition of the Amtgard: Handbook on the Rules of Play.

1.2 Contributing Members - Members of the populace who pay dues and meet certain attendance requirements are entitled to certain rights and privileges as Contributing Members of the Kingdom. Non-Contributing Members may still attend activities such as feasts, tournaments and camping events, but they do not have voting rights in club government, nor may they run for any club office.

1.2.1 Requirements - An individual must do the following to be a contributing member:

- 1.2.1.1 Must have paid dues for the current reign (see §2.1).
- 1.2.1.2 Must have a total of twelve credits in the last six months, eight of which must be provincial sign-ins.
- 1.2.1.3 Must not be an active member of any other Amtgard Kingdom.
- 1.2.1.4 Must claim membership to one province of the Wetlands, and may switch memberships between provinces only once per six months.

1.2.2 Rights - Contributing Members have the following rights and privileges:

- 1.2.2.1 Entitled to one copy of Amtgard: Handbook on the Rules of Play and the Wetlands Corpora at the beginning of their membership. However, the club is not obligated to provide materials to a member if the cost to reproduce those materials exceeds the sum of the dues that particular person has paid.
- 1.2.2.2 Entitled to a copy of all new official Kingdom publications for the cost of reproduction.
- 1.2.2.3 Have the right to vote in Kingdom government, including Althings and elections.
- 1.2.2.4 Have the right to run for club office.

1.3 Attendance Credits - Attendance credits are given out for attending Amtgard functions and determines the level at which a player can play a class in Amtgard battlegames. For more information on Amtgard battlegames, refer to Amtgard: Handbook on the Rules of Play.

- 1.3.1 No more than one credit may be earned in a single week for normal Amtgard weekly meetings such as provincial battlegames, fighter practices, arts and science nights, etc.
- 1.3.2 Provincial Monarchs may grant additional credits for exceptional attendance.
- 1.3.3 No more than six credits may be earned in any one month except by the following:
 - 1.3.3.1 One credit may be earned by traveling more than 200 miles one way to a Kingdom level event.
 - 1.3.3.2 One credit may be earned for each day one attends a Kingdom level event.
 - 1.3.3.3 The Kingdom Monarch may grant additional credits at his or her discretion.

1.4 Provinces - The Kingdom of the Wetlands is composed of several sub-chapters called provinces.

1.4.1 Provincial Size - The size of a group plays a significant role in determining the title of a province. Therefore the following bylaws apply to the methods by which a province's size is determined.

- 1.4.1.1 Only the native populace is considered. This keeps players that sign in at multiple provinces from falsely inflating the size of those provinces.
- 1.4.1.2 Each individual in the Kingdom may only be a member of the native populace of one province.

- 1.4.1.3 Provincial size is the average number of native populace members that sign in at a province's weekly meetings over the previous six months.
- 1.4.1.4 The Monarch and Prime Minister may use a twelve-month average for provinces that have a populace that varies significantly in size on a seasonal basis such as college towns.
- 1.4.1.5 Provincial record keepers must present provincial sign-in sheets to the Prime Minister at least twice per reign.
- 1.4.2 Provincial Title - Each province is given an official title by the Monarch and Prime Minister based on the group's age and the size of its native populace.
 - 1.4.2.1 Outpost - Any group of wavered players. This title merely implies Kingdom sponsorship of a group that has not met the requirements to become a shire or who, in the opinion of the Monarch and Prime Minister, holds its weekly meetings in a geographically remote location relative to the rest of the Kingdom.
 - 1.4.2.2 Shire - Any group with a native populace of 5 or more wavered players that has played regularly for six or more months.
 - 1.4.2.3 Barony - Any group with a native populace of 15 or more wavered players that has been an official shire of the Wetlands for six months or more.
 - 1.4.2.4 Duchy - Any group with a native populace of 30 or more wavered players that has been an official barony of the Wetlands for six months or more.
 - 1.4.2.5 Grand Duchy - Any group with a native populace of 60 or more wavered players that has been an official duchy of the Wetlands for six months or more.
- 1.4.3 Promotion
 - 1.4.3.1 Provinces that meet the criteria for a higher title may petition the Kingdom for promotion.
 - 1.4.3.2 Official provinces may only be promoted with the agreement of the Monarch and Prime Minister.
 - 1.4.3.3 New groups may only be admitted to the Kingdom with the approval of a Kingdom Althing.
- 1.4.4 Demotion
 - 1.4.4.1 Each province should be reviewed by the Kingdom Monarch and Prime Minister at least once each reign.
 - 1.4.4.2 If the Monarch and Prime Minister determine that a group no longer meets the requirements for its current title, they may demote the group to an appropriate title.
 - 1.4.4.3 Groups that have stopped having regular meetings altogether may be declared defunct and have their status as an official province removed by a decision of a Kingdom Althing. Defunct provinces must re-petition the Kingdom as a new province to regain official provincial status.

2.0 Dues and Policies of the Treasury

- 2.1 Dues - Contributing Members must pay dues. To assess the benefits of becoming a contributing member see section 1.2.
 - 2.1.1 Dues are per Amtgard: Handbook on the Rules of Play (Currently, \$6 per six months).
 - 2.1.2 Dues shall be paid to the provincial recording officer or the Kingdom Prime Minister.
 - 2.1.3 Dues expire at Crown Qualifications regardless of when they were paid. All Contributing Members must pay dues directly to the Kingdom Prime Minister or through his or her provincial record keeper at Crown Qualifications in order to vote that day unless they have an Extended Membership Agreement (See §2.2) with the Kingdom.
 - 2.1.4 Membership dues are split between the Kingdom and the provinces at a rate of one dollar for the Kingdom and five dollars for the province.
 - 2.1.5 The Prime Minister will split any dues paid directly to him with the payee's province.
 - 2.1.6 Provinces shall pay the required percentages at Crown Qualifications.
- 2.2 Extended Membership Agreement: An extended membership agreement may be attained by paying the Prime Minister for several reigns' worth of dues at one time.
 - 2.2.1 Dues paid to extended membership agreements go directly to the Kingdom and are not shared with provinces.
 - 2.2.2 The Prime Minister must provide a receipt documenting the mundane name of the payee,

date of the payment, amount paid and the Prime Minister's mundane signature.

2.2.3 The holder of an extended membership agreement must present his or her receipt in lieu of dues at future Crown Qualifications. The Prime Minister will validate the receipt with his initials and date and return it. When the term of the extended membership agreement has expired the Prime Minister will dispose of the receipt.

2.2.4 The Prime Minister is responsible for tracking extended membership agreements, and must provide the next Prime Minister with a complete list of all extended memberships purchased in his or her reign and all previous reigns.

2.3 Donations - Donations may be made directly to the Kingdom through the Prime Minister or to the province. Donations made at the provincial level need not be forwarded to the Kingdom.

2.4 Expenditures

2.4.1 All expenditure of Kingdom moneys must be requested in writing and approved by either the Monarch or Prime Minister in advance.

2.4.2 Major expenses for Corpora required activities (Crown Coronation, Midreign, etc) can consist of expenditures of up to 70% of the Kingdom treasury.

2.4.3 The Monarch and Prime Minister may each spend up to 10% of the Kingdom treasury each month in order to run the Kingdom.

2.4.4 Receipts are always required for any expenditure. No reimbursements for expenses, either approved or unapproved, will be made without a receipt.

2.5 Income - Any money earned by running a Kingdom-sponsored event or function must go to benefit the Kingdom treasury, a provincial treasury or an official mundane charity approved by the Monarch. No one may gain personal profit under the pretense of running an official Kingdom sponsored event. However, merchants may sell their own wares or services at events for personal profit.

2.6 Relics - While Kingdom relics are considered the property of the wielder, actual ownership is always retained by the Kingdom. Thus, relics (or the use thereof) may not be sold by the wielders. Relics may, however, be shared within the household or fighting company of the wielder.

3.0 Kingdom Althings

3.1 Althing Scheduling

3.1.1 At least two scheduled Althings shall be held each reign.

3.1.2 Only the Monarch, Regent or Prime Minister may call an Althing.

3.1.3 At least two weeks written notice must be given to each province for any Althing. Court may not serve as an impromptu Althing.

3.2 Althing Policies

3.2.1 Anyone may attend; only Contributing Members may vote on Kingdom policies.

3.2.2 The Monarch or Regent shall set down the rules of order.

3.2.3 The Prime Minister shall preside over Kingdom Althings.

3.2.4 The Kingdom Champion is responsible for enforcement of order at Althings.

3.2.5 Rulings will be published to the populace within one month of the Althings.

3.3 Althing Responsibilities

3.3.1 Discuss and enact rules clarifications and supplements to Amtgard: Handbook on Rules of

Play. A clarification passed by Althing overrules one made by the Guildmaster of Reeves or a by joint decree of the Monarch and Kingdom Champion.

3.3.2 Revise and update the Corpora

3.3.2.1 The Corpora may only be revised at Crown Qualifications.

- 3.3.2.2 The amendments are set by an Althing at least one month prior.
- 3.3.2.3 The Althing shall approve for ballot only those amendments that have been proposed by written petition of 20% of the Kingdom's Contributing Members.
- 3.3.2.4 The Circle of Knights may propose amendments to change their own section of the Corpora.
- 3.3.2.5 Proposed amendments must be submitted in writing and must specify precisely which sections and words of the corpora are to be added, deleted, and/or modified.
- 3.3.2.6 Each amendment may only address one issue.
- 3.3.2.7 In the event that two proposed amendments conflict with each other, they may be combined into one issue with multiple resolutions from which the voter may choose.
- 3.3.2.8 Proposed corpora amendments must be ratified by a two-thirds vote.
- 3.3.3 Discuss and vote on major expenditures of the club treasury.
- 3.3.4 Discuss the future of the Kingdom and its priorities.
- 3.3.5 Deliberate on and ratify or reject proposals presented by the Board of Directors.
- 3.3.6 Vote to approve new provinces or to remove official status from existing provinces.
- 3.3.7 Hear and vote on appeals by former knights who have had their knighthood removed by the Circle of Knights.

4.0 Selection and Removal of Club Officers

- 4.1 Election Policies - This section applies to all elections in the Wetlands and its affiliated groups.
 - 4.1.1 Must be a contributing member to vote.
 - 4.1.2 In order to vote in an election, a voter must have been a member of the populace for at least six months based on waiver date.
 - 4.1.3 The official running an election may only vote to break a tie.
 - 4.1.4 All elections are determined by plurality unless otherwise specified by the Corpora.
 - 4.1.5 Under no circumstances may any individual officiate or help administer an election in which he or she is a candidate.
 - 4.1.6 Candidates must submit advanced written intent to the officer running the election at least six weeks before the election in order to run for office.
- 4.2 Kingdom Officers - This section only applies to those officers listed in section 5.0.
 - 4.2.1 Candidacy
 - 4.2.1.1 Must be 18 years of age or older.
 - 4.2.1.2 Must be Contributing Members of the Kingdom.
 - 4.2.1.3 Must pass a Corpora Test and Reeves Test on the day of the election.
 - 4.2.1.4 Monarch, Regent and Kingdom Champion candidates must meet the requirements for qualification laid down by the autocrat of Crown Qualifications. The Prime Minister has no qualification requirements beyond passing the reeves and corpora tests.
 - 4.2.2 Election
 - 4.2.2.1 The Monarch and Regent elections will be conducted by the Prime Minister at Crown Qualification.
 - 4.2.2.2 The Prime Minister election will be conducted by the Monarch or his or her appointed representative at Midreign.
 - 4.2.2.3 The Kingdom Champion is the highest scoring candidate in the Warskill section of Crown Qualifications.
 - 4.2.2.4 All proxy votes must be written down, and include the printed mundane name, signature and phone number of the qualified voter, and must be turned in by the provincial record keeper or his or her representative at the election.
 - 4.2.2.5 No person may run for or hold more than one Kingdom level position with the exception of the Board of Directors. Anyone may run for and serve on the Board of Directors regardless of whether they hold another Kingdom office.
 - 4.2.3 Incumbency
 - 4.2.3.1 Term is for six months.
 - 4.2.3.2 May not hold the same office for more than two consecutive terms.

4.2.3.3 Shall forfeit the office if he or she misses more than four consecutive weeks or twelve weeks in total. Special situations may be waived by Althing.

4.2.3.4 Not required to pay any dues to maintain membership status during their terms. Dues paid by a Kingdom officer at his or her election will apply to the reign after he or she steps down.

4.2.4 Removal

4.2.4.1 Can be initiated by a petition signed by at least 20% of the Contributing Members of the Kingdom.

4.2.4.2 The petition must be verified by the three highest unaffected Kingdom officers.

4.2.4.3 Requires a 2/3 vote of Althing for removal.

4.2.4.4 The Kingdom Champion can be dismissed by joint decree of the Monarch, Prime Minister and Guildmaster of Reeves in situations where a Kingdom Champion's actions or inaction may create a safety hazard or put the Kingdom in a legally liable situation.

4.2.5 Pro-tem officers

4.2.5.1 If the Monarch should become unable to fulfill his or her duties before the end of his or her term, the Regent will become the pro-tem Monarch.

4.2.5.2 If any other Kingdom officer becomes unable to fulfill his or her duties before the end of his or her reign, then the two highest remaining Kingdom officers shall appoint an individual from the populace to serve as a pro-tem officer.

4.2.5.3 If any Guildmaster becomes unable to fulfill his or her duties before the end of his or her reign, then the two highest remaining Kingdom officers shall appoint an individual from the guild to serve as a pro-tem Guildmaster.

4.2.5.4 A confirmation election by the appropriate voting body shall be held no later than one month from the day a pro-tem officer or Guildmaster assumes a vacant position.

4.2.5.5 If a confirmation vote fails, the position will be filled by nomination and election by the appropriate voting body.

5.0 Kingdom Officers

5.3 Prime Minister - All responsibilities and powers of the Prime Minister are administrative in nature.

5.3.1 Shall serve as the Chief Financial Officer of the Board of Directors during his or her term.

5.3.2 Shall provide, on demand, full financial disclosure to the Monarch, Board of Directors or Althing. Full financial disclosure shall be published to the populace at least once per term.

5.3.3 Maintain accurate records on the dues paid status, awards status and attendance of all club members. It is strongly recommended that the Prime Minister have access to the Internet to update the Kingdom records.

5.3.4 Is responsible for providing master rulebooks, Corporas and newsletters to provincial records keepers for his or her province. Shall publish a newsletter at least once every two months.

5.3.5 May spend 10% of the treasury every month in order to run the Kingdom. Althing must vote on any larger expenditures of the treasury. Any of that percentage not spent does not accumulate. Receipts are required for all expenditures.

5.3.6 May call Althings and is responsible for running Althings.

5.3.7 Any decision agreed upon by the Monarch and Prime Minister is bylaw until the next Althing, provided it does not conflict with a previous Althing decision or mundane law.

5.3.8 May promote or demote provinces with the agreement of the Monarch.

6.0 Provincial Officers

6.3 Provincial Prime Minister - The record keeper and treasurer of a province. Every group must have a provincial prime minister. The provincial prime minister is typically given the title Clerk in outposts and shires, Seneschal in Baronies, Chancellor in duchies and General Minister in Grand Duchies. Often shires and outposts assign the duties of the provincial prime minister to the provincial Monarch.

- 6.3.1 Shall maintain accurate records on attendance, awards and other member information.
- 6.3.2 Shall provide provincial records to the Kingdom Prime Minister at least twice in his or her term.
- 6.3.3 Shall assist the Prime Minister in the collection of Kingdom Contributing Membership dues from within their province.
- 6.3.4 Shall distribute rulebooks, Corpora and newsletters to Contributing Members within their province.
- 6.3.5 Other duties as listed in Amtgard: Handbook on the Rules of Play.

7.0 Kingdom Councils - This section describes the bylaws of these official Kingdom bodies that are mandated by the Kingdom. It is understood that each of these groups has its own bylaws in addition to the bylaws in this section, but in the case of a conflict between the internal bylaws of a group and the bylaws laid down in this corpora, the corpora always takes precedence.

7.1 Board of Directors (BOD)

7.1.1 Membership - The Board of Directors consists of seven members. Three are appointed and four are elected.

- 7.1.1.1 All members of the BOD must be at least 18 years of age.
- 7.1.1.2 The current Monarch will serve as the Chief Executive Officer of the Board of Directors.
- 7.1.1.3 The current Prime Minister will serve as the Chief Financial Officer of the Board of Directors.
- 7.1.1.4 The last person who served as Monarch and is a contributing member of the Wetlands holds an automatic seat on the Board of Directors.
- 7.1.1.5 The remaining four positions are elected at Crown Coronation in an election run by the Prime Minister.
- 7.1.1.6 Two seats will be filled by election at the Fall Crown Coronation and the other two at the Spring Crown Coronation.
- 7.1.1.7 If a member of the BOD steps down or becomes Monarch or Prime Minister, then an election for the empty seat shall be held at the next scheduled Althing. This pro-tem BOD member will step down when the original term was supposed to expire.
- 7.1.1.8 Any member of the BOD may be removed from office if initiated by a majority of the BOD and approved by Althing.

7.1.2 Responsibilities and Powers

- 7.1.2.1 Serves as the business management of the organization, responsible for insuring that the organization is operated according to the laws of the US and State of Texas.
- 7.1.2.2 Responsible for the accounting for Kingdom funds
- 7.1.2.3 Shall serve as the authority in any matters involving the club and individuals or organizations outside the club with whom the Kingdom may wish to conduct business.
- 7.1.2.4 Only members of the BOD can enter into a legally binding agreement on behalf of the Kingdom of the Wetlands. A vote of the BOD is required before any such agreement may be entered into.
- 7.1.2.5 The BOD will have no power to change, alter or otherwise affect the rulebook or corpora without direct Althing approval.
- 7.1.2.6 The BOD has no status in the order of precedence and no jurisdiction over internal club functions.

7.1.3 Meetings

- 7.1.3.1 All BOD meetings are open, unless declared closed by vote of the BOD. Even at an open meeting the BOD reserves the right to allow or disallow non-BOD members to speak.
- 7.1.3.2 The BOD shall meet to discuss business not less than once every three months.

7.1.4 Offices of the BOD

- 7.1.4.1 Chief Executive Officer - Responsible for maintaining a mailing address for the Amtgard corporation. Will work with the Chief Financial Officer to handle all corporate business with all government agencies and organizations. The current reigning Monarch automatically fills this position.
- 7.1.4.2 Chief Financial Officer - Shall maintain an accurate record of all corporate income and

expenditures. The Kingdom Prime Minister automatically fills this position.

7.1.4.3 Secretary - Will be responsible for keeping the minutes of each BOD meeting and will make these minutes available to the Prime Minister for publication. This office shall be elected by the BOD.

8.0 Kingdom Calendar

8.1 Crown Qualifications - Will be held approximately six months after the last Crown Qualifications.

Consists of three tournaments each with multiple events.

8.1.1 Autocrat - Shall be selected by the highest club officer not running for office, excluding the Prime Minister.

8.1.1.1 The autocrat may create events as they see fit in addition to the required standardized events.

8.1.1.2 Specific rules for these tournaments and requirements for candidacy qualification shall be published by the autocrat at least six weeks prior.

8.1.2 Warskill Tournament - The tournament must consist of at least the following standardized events, but may include additional events such as: single dagger, double dagger, sword and dagger, offhand sword and shield, pole arm, great weapon, open style combat, spellball, etc.

8.1.2.1 Single Short Sword

8.1.2.2 Florentine Short Swords

8.1.2.3 Short Sword and Medium Shield

8.1.2.4 Archery (target or combat)

8.1.3 Cultural Tournament - The tournament must consist of at least events that include entries satisfying the criteria for the following awards, but may include additional events. Multiple entries are allowed in each event, but a single entry may not be entered in more than one event or in another tournament.

8.1.3.1 Order of the Dragon - such as: flat art, 3D art, singing, instrumental music, best tasting cooking, etc.

8.1.3.2 Order of the Owl - such as: active construction, passive construction, weapon and shield construction, etc.

8.1.3.3 Order of the Smith - such as: factual writing, composition, etc.

8.1.3.4 Order of the Garber - such as: best looking garb, fighting garb, etc.

8.1.4 Statecraft Tournament - Only candidates for Monarch and Regent may enter the Statecraft tournament. The tournament event roster must consist of at least the following standardized events, but may include additional events such as: Wetlands or Amtgard heraldry test, Wetlands awareness test, award recognition and assignment test, event proposal, etc.

8.1.4.1 Platform Speaking - Candidates present their goals for the reign and answer questions from the judges and populace. Judged on presence, organization and preparation.

8.1.4.2 Debate - Candidates must present an impromptu argument on a given Amtgard related topic. Judged on reasoning, diplomacy and sincerity.

8.1.4.3 Written - Candidates submit an essay or other written work on a topic predetermined by the autocrat. The topic must be declared at least six weeks prior to Crown Qualifications. Judged on coherence, presentation and content.

8.1.4.4 Conflict Resolution - Candidates role-play the position they are seeking in an intense problem-solving scenario. Judged on decisiveness, efficiency and creativity.

8.2 Crown Coronation (Endreign) - A celebration to honor the departing Monarchy and welcome the incoming Monarchy.

8.2.1 Will be held one or two weeks after the Crown Qualifications.

8.2.2 Shall be the responsibility of the outgoing Regent.

8.2.3 Two seats on the Board of Directors and the Guildmaster of Knights will be elected.

Addendum: Waivers

AMTGARD: KINGDOM OF THE WETLANDS, INC.
LIABILITY WAIVER

PLEASE READ THIS FORM IN ITS ENTIRETY BEFORE SIGNING.
THIS DOCUMENT AFFECTS YOUR LEGAL RIGHTS.

IF PARTICIPANT IS UNDER 18 YEARS OLD, THIS RELEASE MUST ALSO BE SIGNED BY THE PARTICIPANT’S PARENT OR LEGAL GUARDIAN*. PARTICIPANT AGREES TO ABIDE BY AND ACCEPT THE TERMS SET OUT ON SIGNS ON OR NEAR THE PUBLIC AND PRIVATE PROPERTIES USED BY AMTGARD: KINGDOM OF THE WETLANDS, INC. (“WETLANDS”).

By participating in any Wetlands’ activity, the participant (“Participant”) named below (and his or her parent or legal guardian on his or her behalf) hereby RELEASES AND FOREVER DISCHARGES the **Wetlands, Jones Country Campground, Michael Murphy, any public or private properties used by the Wetlands**, and their respective offices, members, owners, employees, agents, representatives, independent contractors, and affiliated persons and entities (collectively, the “Released Persons”) from any and all liabilities and claims of any kind (including without limitation personal injury, property damage, or death), which Participant or his or her legal representatives, has or may in the future have, whether known or unknown, arising out of Participant’s participation in any Wetlands’ activity (collectively, the “Released Claims”). Each person agrees to INDEMNIFY AND HOLD THE RELEASED PERSONS HARMLESS from all claims, judgments, expenses and costs, including but not limited to attorney’s fees, incurred in connection with any claims brought as a result of Participant’s participation in Wetlands’ activity.

This Release is binding even if the risks and liabilities being released arise out of negligence or carelessness of one or more of the Released Persons. This Release is binding on Participant’s legal representatives, heirs, or assigns.

Participant (and his or her parent or legal guardian where applicable) agrees to be solely responsible for Participant’s safety and to take every precaution to provide for Participant’s safety and well-being while participating in any Wetlands’ activity. Each person signing this Release acknowledges the possibility that Participant and/or his or her legal representatives may not fully know the number or magnitude of all the Released Claims, but nevertheless intends to **ASSUME THE RISK** of Participant in any Wetlands’ activity.

I have read this agreement, fully understand its terms, understand that I have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid, the balance, notwithstanding, shall continue in full force and effect.

Participant’s Amtgard Name (please print): _____
Participant’s Legal (Mundane) Name (please print): _____
Participant’s Legal Address: _____
Participant’s Legal Signature: _____
Date: _____

IF UNDER 18, PARENTAL CONSENT

And I, the minor’s parent and/or legal guardian, understand the nature of Wetlands’ activities and the minor’s experience and capabilities and believe that the minor is qualified to participate in any Wetlands’ activity. I hereby release, forever discharge, and **AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS** each of the Released Persons from all liability, claims, demands, losses, or damages on the minor’s account caused or alleged to be caused in whole or part by the negligence of the Released Persons or otherwise, and further agree that if, despite this release, I, the minor, or anyone on the minor’s behalf makes a claim against any of the Released Persons, **I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS** each of the Released Persons from any litigation, expenses, attorney’s fees, loss liability, damage or cost any may incur as the result of any such claim, to the fullest extent permitted by law.

Parent or Legal Gaurdian’s Legal Name (Please print): _____
Parent or Legal Gaurdian’s Legal Signature: _____
Parent’s Legal Address: _____
Phone: _____ Date: _____

JONES COUNTRY MUSIC GROUNDS WAIVER
LIABILITY WAIVER

PLEASE READ THIS FORM IN ITS ENTIRETY BEFORE SIGNING.
THIS DOCUMENT AFFECTS YOUR LEGAL RIGHTS.

IF PARTICIPANT IS UNDER 18 YEARS OLD, THIS RELEASE MUST ALSO BE SIGNED BY THE PARTICIPANT’S PARENT OR LEGAL GUARDIAN*. PARTICIPANT AGREES TO ABIDE BY AND ACCEPT THE TERMS SET OUT ON SIGNS ON OR NEAR THE PROPERTY OF JONES COUNTRY CAMPGROUND (“JONES COUNTRY CAMPGROUND”).

By using the Jones Country Campground, the participant (“Participant”) named below (and his or her parent or legal guardian on his or her behalf) hereby RELEASES AND FOREVER DISCHARGES **the Jones Country Campground, individual Mike Murphy, Amtgard: Kingdom of the Wetlands, Inc.**, and their respective offices, members, owners, employees, agents, representatives, independent contractors, and affiliated persons and entities (collectively, the “Released Persons”) from any and all liabilities and claims of any kind (including without limitation personal injury, property damage, or death), which Participant or his or her legal representatives, has or may in the future have, whether known or unknown, arising out of Participant’s use of the Jones Country Campground (collectively, the “Released Claims”). Each person agrees to INDEMNIFY AND HOLD THE RELEASED PERSONS HARMLESS from all claims, judgments, expenses and costs, including but not limited to attorney’s fees, incurred in connection with any claims brought as a result of Participant’s use of the Jones Country Campground.

This Release is binding even if the risks and liabilities being released arise out of negligence or carelessness of one or more of the Released Persons. This Release is binding on Participant’s legal representatives, heirs, or assigns.

Participant (and his or her parent or legal guardian where applicable) agrees to be solely responsible for Participant’s safety and to take every precaution to provide for Participant’s safety and well-being while using the Jones Country Campground. Each person signing this Release acknowledges the possibility that Participant and/or his or her legal representatives may not fully know the number or magnitude of all the Released Claims, but nevertheless intends to **ASSUME THE RISK** of Participant using the Jones Country Campground.

I have read this agreement, fully understand its terms, understand that I have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid, the balance, notwithstanding, shall continue in full force and effect.

Participant’s Amtgard Name (please print): _____
Participant’s Legal (Mundane) Name (please print): _____
Participant’s Legal Address: _____
Participant’s Legal Signature: _____
Date: _____

IF UNDER 18, PARENTAL CONSENT

And I, the minor’s parent and/or legal guardian, understand the nature of using the Jones Country Campground and the minor’s experience and capabilities and believe that the minor is qualified to participate in any activities involving the Jones Country Campground. I hereby release, forever discharge, and **AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS** each of the Released Persons from all liability, claims, demands, losses, or damages on the minor’s account caused or alleged to be caused in whole or part by the negligence of the Released Persons or otherwise, and further agree that if, despite this release, I, the minor, or anyone on the minor’s behalf makes a claim against any of the Released Persons, **I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS** each of the Released Persons from any litigation, expenses, attorney’s fees, loss liability, damage or cost any may incur as the result of any such claim, to the fullest extent permitted by law.

Parent or Legal Gaurdian’s Legal Name (Please print): _____
Parent or Legal Gaurdian’s Legal Signature: _____
Parent’s Legal Address: _____
Phone: _____ Date: _____

BORDER KEEP CASTLE LIABILITY WAIVER
LIABILITY WAIVER

PLEASE READ THIS FORM IN ITS ENTIRETY BEFORE SIGNING.
THIS DOCUMENT AFFECTS YOUR LEGAL RIGHTS.

IF PARTICIPANT IS UNDER 18 YEARS OLD, THIS RELEASE MUST ALSO BE SIGNED BY THE PARTICIPANT’S PARENT OR LEGAL GUARDIAN*. PARTICIPANT AGREES TO ABIDE BY AND ACCEPT THE TERMS SET OUT ON SIGNS ON OR NEAR THE “BORDER KEEP CASTLE” LOCATED ON THE PROPERTY OF JONES COUNTRY CAMPGROUND (“CASTLE”).

By using the Castle, the participant (“Participant”) named below (and his or her parent or legal guardian on his or her behalf) herby RELEASES AND FOREVER DISCHARGES **the Border Keep Castle Committee, individual Scott Steele, individual Ben Lee, individual Liz Lee, the Society for Creative Anachronism, Amtgard: Kingdom of the Wetlands, Inc., Jones Country Campground**, and their respective offices, members, owners, employees, agents, representatives, independent contractors, and affiliated persons and entities (collectively, the “Released Persons”) from any and all liabilities and claims of any kind (including without limitation personal injury, property damage, or death), which Participant or his or her legal representatives, has or may in the future have, whether known or unknown, arising out of Participant’s use of the Castle (collectively, the “Released Claims”). Each person agrees to INDEMNIFY AND HOLD THE RELEASED PERSONS HARMLESS from all claims, judgments, expenses and costs, including but not limited to attorney’s fees, incurred in connection with any claims brought as a result of Participant’s use of the Castle.

This Release is binding even if the risks and liabilities being released arise out of negligence or carelessness of one or more of the Released Persons. This Release is binding on Participant’s legal representatives, heirs, or assigns.

Participant (and his or her parent or legal guardian where applicable) agrees to be solely responsible for Participant’s safety and to take every precaution to provide for Participant’s safety and well-being while using the Castle. Each person signing this Release acknowledges the possibility that Participant and/or his or her legal representatives may not fully know the number or magnitude of all the Released Claims, but nevertheless intends to **ASSUME THE RISK** of Participant using the Castle.

I have read this agreement, fully understand its terms, understand that I have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid, the balance, notwithstanding, shall continue in full force and effect.

Participant’s Amtgard Name (please print): _____
Participant’s Legal (Mundane) Name (please print): _____
Participant’s Legal Address: _____
Participant’s Legal Signature: _____
Date: _____

IF UNDER 18, PARENTAL CONSENT

And I, the minor’s parent and/or legal guardian, understand the nature of using the Castle and the minor’s experience and capabilities and believe that the minor is qualified to participate in any activities involving the Castle. I hereby release, forever discharge, and **AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS** each of the Released Persons from all liability, claims, demands, losses, or damages on the minor’s account caused or alleged to be caused in whole or part by the negligence of the Released Persons or otherwise, and further agree that if, despite this release, I, the minor, or anyone on the minor’s behalf makes a claim against any of the Released Persons, **I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS** each of the Released Persons from any litigation, expenses, attorney’s fees, loss liability, damage or cost any may incur as the result of any such claim, to the fullest extent permitted by law.

Parent or Legal Gaurdian’s Legal Name (Please print): _____
Parent or Legal Gaurdian’s Legal Signature: _____
Parent’s Legal Address: _____
Phone: _____ Date: _____