

East Kingdom Minister of Lists Handbook

Policies of the Office of the Minister of Lists for the East Kingdom

(Kingdom policy as of c.e. 2013)

I. Responsibilities of the Kingdom Office

The Laws of the East Kingdom charge the Kingdom Office of Minister of Lists with the following duties:

- A. Maintains accurate records on the fighting activities and the fighters of the Kingdom.
- B. Coordinates The Crown Lists.
- C. Provides the Earl Marshal, Kingdom Warlord, and Kingdom Marshal of Fence with information necessary for the performance of their duties, and receives any assistance necessary for the performance of the Lists Office.
- D. Works with the Earl Marshal and the Kingdom Marshal of Fence to maintain a list of authorized fighters which will be provided to The Crown and Earl Marshal once per year and others at the requester's expense.

** Though not listed in EK Law, it should be considered a duty of the Kingdom Minister of Lists to coordinate the K&Q Heavy and Rapier Championship lists.

All policies of this office, as outlined below, are designed to help the Kingdom Officer carry out these duties.

II. Ministers of the Lists for Local Groups

A. Requirements of the office

1. Per East Kingdom Law, if a local group is of Baronial/Province level status or higher, it must have a Minister of Lists.
2. Shires, Canton, and other smaller groups are not required to have a Minister of Lists, but may do so if they wish. It is strongly suggested that all groups that hold a regular fighting and/or fencing practice, or which regularly (at least once per year) hold events where a tournament is held, fill the office of Minister of Lists. In groups which do not have a rostered MOL, the local Seneschal may be asked to designate someone to carry out the census duties outlined below.
3. Like all SCA officers, all MOL's must be paid members of the SCA, Inc. and must have regular access to the Pikestaff. They are also expected to read the Minister of Lists column in Pikestaff, as this is where any updates to these policies will first be published.
4. It is strongly recommended that, in addition to the membership requirement, local groups take the following recommended qualifications into account when choosing their local MOL:
 - a. The MOL should be organized and able to deal efficiently with large amounts of paperwork.
 - b. The MOL should be able to attend all locally sponsored events where a tournament or combat authorization bouts will be held.
 - c. The MOL should be familiar with the basic procedures for East Kingdom Combat Authorizations.
 - d. The MOL should have a basic familiarity with, or a willingness to learn about, standard tournament formats.
 - e. The MOL should be able to form a firm working relationship with all warranted marshals in his/her local group.
 - f. The MOL should be able to enforce Kingdom and Society Law and Policy relating to SCA combat authorization procedures with all persons, regardless of rank.

B. Appointment and Roserting of Local Ministers of Lists

1. When a local group needs a new MOL, they should follow whatever officer selection process is called for by local custom, bearing in mind the qualifications outlined above and the responsibilities of the office.
2. Once a candidate acceptable to the local group has been selected, and has agreed to serve in the office, that person must submit a written request to be added to the

East Kingdom Minister of Lists Handbook

Kingdom Roster of Local Ministers of Lists. This request must include the following information:

- a. The candidate's 21st century name, SCA name, local group, mailing address, telephone number, and email address.
- b. Proof of membership for the candidate (a photocopy of their Pikestaff label or SCA membership card)
- c. A statement from the Seneschal of the local group that this candidate is indeed acceptable to the local group.
- d. A statement from the outgoing Minister of Lists (if available) that s/he is stepping down from the office to make way for the new candidate. If the outgoing Minister of Lists is not available, the roster request must clearly state why no such statement was included.

3. Until the candidate has received written confirmation from the Kingdom Minister of Lists that s/he has been added to the Kingdom roster, s/he should not assume that their request has been received or accepted. Normally, a candidate should expect this written confirmation to arrive within two weeks of the mailing date of the request.

4. Failure to include all the required elements in the roster request may result in the rejection of the roster request, pending receipt of all the required elements. Continued failure to include all the required elements in the roster request will result in the rejection of the roster request, with the local group asked to select another candidate.

5. Local MOL's will only remain on the roster as long as their membership is valid. Local MOL's whose membership has expired for more than thirty (30) days will be removed from the Kingdom roster (as outlined below), with the local group asked to select another candidate. In order to remain on the Kingdom roster, local MOL's should send updated proof of membership to the Kingdom MOL in a timely fashion.

6. Local Seneschals may request that their local MOL be removed from the Kingdom roster, but this request will only be honored if good and just cause is shown. Good cause may include:

- a. Failure to perform duties assigned by Kingdom Law and Policy
- b. Repeated non-attendance at local meetings, practices, and events ('dropping off the edge of the world').

7. The final authority for removing a local MOL from the Kingdom Roster rests with the Kingdom Minister of Lists. Recommendations of local seneschals will be taken into account; however, local seneschals do not have the power to take unilateral action regarding the creation or removal of a local MOL, except as relates to any term limits for local officers.

8. The Kingdom Minister of Lists may elect to remove any local MOL from the Kingdom roster for non-compliance with Kingdom or Society Law and the Policies of this office, including lapse in membership as outlined above. Should the Kingdom Minister of Lists need to remove a local MOL from the roster, the local seneschal will be notified within ten (10) days of the local MOL's removal.

9. In no case will a local MOL be removed from the Kingdom roster without the Kingdom MOL first warning the local MOL that there is a problem, and giving the local MOL a suitable period of time to either explain the situation or fix the problem.

C. Dissolution of the Office

1. As outlined elsewhere in East Kingdom laws and Policy, this office, once created, must either be filled with a candidate acceptable to the East Kingdom Minister of Lists, or formally abolished with the agreement of the majority of citizens of a local group. If the people of a local group have determined that the office of Minister of Lists is not a necessary or functioning office, and it is not a requirement to maintain the status of the group, the decision may be made to attempt to dissolve the office at the local level. Once this determination has been tentatively made, there are two alternatives:

- a. The preferred alternative is to wait until elections and vote to dissolve the office. The local Seneschal should then send a letter to the Kingdom MOL summarizing the decision.

East Kingdom Minister of Lists Handbook

- b. If 'option a' is not practical, or the group as whole prefers not to wait, a petition with a reasonable majority of the group members may be presented at a local group's meeting, where it is KNOWN IN ADVANCE that this petition will be presented (announcing at the previous meeting or a note in the local newsletter is fine). A vote may then be held to dissolve the office. A letter should then be sent to the Kingdom MOL summarizing the decision whether the office was dissolved or not.
2. This office is designed to be a help to the marshals and combatants. Any decision made should be for the benefit of the majority of this group. This office is meant to advance the enjoyment of our Society and to make tournaments and combat authorizations safer, easier, and more fun. If it does not serve its purpose, and it is not required to maintain the status of the group, it need not be maintained.
3. The dissolution of any office is a serious step and should not be done lightly. The group should consider if the office is more a benefit or a deficit. No office should be dissolved then reformed with any frequency (i.e. more than once every few years). If this happens once, then the office should be maintained.
4. If a group that has previously maintained the office of Minister of Lists elects to dissolve the office, any existing records relating to the office of the MOL should be turned over to the Knight Marshal for maintenance. If a group has no Knight Marshal, the records should then be turned over to the local seneschal. It is recommended that these records be maintained for a substantial period of time, in case questions about the performance of the duties of this office or the decision is later made to reinstate the office. It should be stated clearly that the duties and responsibilities of the office do not automatically pass to the Knight Marshal (although s/he may find that s/he takes on many of them) or the Seneschal, but rather that only the extant records relating to the office should be preserved.

III. Appointment and Rostering of Ministers of Lists at Large

- A. An MOL-at-Large is defined as any MOL who is on the Kingdom roster of MOL's, but who does not hold the office of Minister of Lists for any local group or Region.
- B. Anyone who wishes to be added to the Kingdom roster as an MOL at large must submit a written request, including the following information:
 1. The candidate's 21st century name, local group, mailing address, telephone number, SCA name and email address..
 2. Proof of membership for the candidate (a photocopy of their Pikestaff label or SCA membership card)
 3. A letter or brief resume from the candidate stating why s/he feels that s/he is qualified to be an MOL at large.
- C. The final decision as to whom to roster as an MOL at large rests solely with the Kingdom Officer. Generally, only candidates who have MOL experience will be rostered as an MOL at large, however the decisions will be made on a case -bycase basis. Candidates who are judged as not qualified for the office will be notified by the Kingdom MOL that they have not been added to the Kingdom roster.
- D. Anyone who wishes to be an MOL at large, but whose local group of residence does not currently have an MOL, may be asked to instead to fill the office for their local group, provided the candidate is acceptable to the local group.
- E. MOL's at large are subject to the same membership requirements and removal procedures as MOL's for local groups, as outlined above.
- F. MOL's at large will in all cases report directly to the Kingdom MOL or his/her Regional Deputies.

IV. Responsibilities of all Local and At-Large Minister of Lists

- A. All MOL's should read and be able to answer basic question about the Laws and Policies of the Society and the East Kingdom as they relate to the running of tournaments and events, holding office at the local level in the East Kingdom, and processing Combat Authorization paperwork.

East Kingdom Minister of Lists Handbook

B. All MOL's should work with their local marshals and autocrats to encourage and assist with the running of diverse sorts of Armored Combat and Period Fencing tournaments at local events and practices. To this end, all MOL's should be familiar with and able to run the basic tournament styles used in the Society (Single Elimination, Double Elimination, Bear Pit, Warlord, and Round Robin). All MOL's should also be willing to learn other tourney styles, and act as an advocate and teacher to expand the types of tourneys run at local events in the East Kingdom.

C. The Rules of the Lists of the SCA, Inc. state that "No person shall participate in Combat-Related Activities ... unless and until he or she shall have been properly Authorized under Society and Kingdom procedures and shall have signed the appropriate waiver. In witness whereof, each participant shall have and be prepared to present a valid Authorization Card to the Sovereign or his or her representative." All MOL's are charged by the Kingdom Minister of Lists with the responsibility for making sure that no person, regardless of rank, participates in Combat-Related Activities (including, but not limited to, Armored Combat, Period Fencing, Scouting, Siege Weapons, Combat Archery & Youth Combat) at any tournament or other organized Combat-Related activity (i.e. Battle, etc.) If a question should arise as to the Authorization status of a particular individual, this question should be referred to the Marshal-in-Charge for resolution.

D. All MOL's should be willing and able to assist all marshals with the completion of authorization paperwork. To this end, all MOL's should read about and be able to answer questions about the authorization paperwork process, and be able to assist combatants, fencers, and marshals with the paperwork process. All MOL's should also be able to educate others about the authorization paperwork process as needed.

E. Local MOL's should normally be able to attend all events sponsored by their local group where Armored Combat or Period Fencing takes place, and should take responsibility for making sure an Event Report describing the Armored Combat and/or Period Fencing activities at the event is forwarded to the EK MOL WITHIN 10 DAYS OF THE EVENT. Ultimately, the responsibility for this Event Report falls to the local MOL, even if s/he was not actually the MOL who ran the tournament(s).

F. All MOL's should be able to assist the EK MOL in the duty of maintaining accurate records of authorized combatants and fencers of the Kingdom. It is strongly recommended that all local MOL's check the database releases maintained by the Kingdom MOL office. Databases are released for heavy and rapier fighting. Check that all combatants' information is correct and up to date. If changes are necessary, notify the Kingdom office and database administrator.

G. All MOL's should normally be willing and able to respond to all messages, requests, and correspondence (whether by telephone, by US Mail, or email, or in other verbal or written form) within 10 days of the original contact. In cases where an MOL is not able to respond for an extended period of time, it is expected that s/he will appoint another person to respond for her/him, and to notify the Kingdom and/or Regional MOL (and the local seneschal, in the case of local MOL's) of the identity of this person.

H. All MOL's are expected to submit a report to the Kingdom MOL between February 1 and March 1 describing their activities in the office over the past year. Failure to submit this report may result in the MOL being removed from the Kingdom roster.

V. Procedures for Issuing East Kingdom Combat Authorization Cards

A. The marshalate alone is responsible for determining who an authorization card will be issued to. No authorization card will be issued without marshalate approval, as outlined in the East Kingdom and Society Laws, the Policies of the Earl Marshal, and the SCA Period Fencing Rules for the Society and the East Kingdom.

B. Once the marshalate has determined that an authorization card should be issued, the marshals and the fighter or fencer together must fill out the form "Application for East Kingdom Combat Authorization Card." Please note that if this form is not filled out completely, or is illegible, there may be errors or delays in the issuance of the authorization card.

C. The bottom portion of the form is to be kept by the combatant or fencer as a temporary record of the authorization. This section of the form should be considered as valid proof of authorization for six (6) weeks from the date of the authorization.

East Kingdom Minister of Lists Handbook

D. Return the completed top portion of the form to the East Kingdom Minister of Lists (whose current address will be listed on the inside front cover of the Pikestaff). Upon receipt of the completed form, the EK MOL will issue an authorization card to the applicant whose name and address is listed on the form. Again, it is important to note that if the information on the form is incomplete or illegible, there may be errors or delays in the issuance of the authorization card.

E. A separate authorization card will be issued for Armored Combat Authorizations and for Period Fencing Authorizations. Therefore, people who hold authorization(s) in both Armored Combat and Period Fencing will be issued two Authorization cards. Separate "Application for East Kingdom Combat Authorization Card" forms are provided for Armored Combat and Period Fencing.

F. Authorization cards are valid for up to four (4) years from the date of the combatants's birthday.

G. If, after the authorization card is issued, the fighter or fencer authorizes in additional weapons forms, the authorizing marshals should record those additional weapons forms on the existing authorization card. In addition, the marshal or Minister of Lists should send notification of this additional weapon form authorization to the East Kingdom Minister of Lists, using the "Additional Authorizations Form" found on the MOL Website. Make sure that all current forms are checked, not just the additional forms approved that day.

This notification should take place within 10 days of the event where the additional weapons form authorization took place

H. If an authorization card is lost, the combatant or fencer may request a "Replacement Authorization Card" form from the local MOL or print one off from the MOL website. Replacement cards issued from the EK MOL will only reflect the Armored Combat or Period Fencing weapon form authorizations that are listed on the Kingdom database. The fighter or fencer should consult the marshalate to replace any additional weapon form authorizations that were not reported to the Kingdom Minister of Lists.

I. Fighter or Fencers who hold an East Kingdom Authorization Card which is about to expire need only one marshal to sign their authorization renewal.

Two signatures are required for new or additional authorizations.

East Kingdom Minister of Lists Handbook

Rules of the Lists

(Part I. Rules of the Lists of the SCA, Inc.)

- A. Each fighter, recognizing the possibilities of physical injury to him or herself in such combat, shall assume unto himself or she all risk and liability for harm suffered by means of such combat. Other participants shall likewise recognize the risks involved in their presence on or near the field of combat, and shall assume unto themselves the liabilities thereof.
- B. No person shall participate in Combat-Related Activities (including armored combat, period fencing, combat- archery, marshaling, scouting, and banner-bearing in combat) unless and until he or she shall have been properly Authorized under Society and Kingdom procedures and shall have signed the appropriate waiver. In witness whereof, each participant shall have and be prepared to present a valid Authorization Card to the Sovereign or his or her representative. All participants must sign a waiver form and will be issued a fighter ID card by the marshals. These waivers are effective for two years. At the end of that time, the participant is required to sign a new waiver form and obtain a new Fighter ID card.
- C. All combatants must be presented to, and be acceptable to, the Sovereign or his or her representative.
- D. All combatants shall adhere to the appropriate Armor and Weapons standards of the Society, and to any additional standards of the Kingdom in which the event takes place. The Sovereign may waive the additional Kingdom standards.
- E. The Sovereign or the Marshalate may bar any weapon or armor from use upon the field of combat. Should a warranted Marshal bar any weapon or armor, an appeal may be made to the Sovereign to allow the weapon or armor.
- F. Combatants shall behave in a knightly and chivalrous manner, and shall fight according to the appropriate Society and Kingdom Conventions of Combat.
- G. No one may be required to participate in Combat-Related Activities. Any combatant may, without dishonor or penalty, reject any challenge without specifying a reason. A fight in a tournament list is not to be considered a challenge, and therefore may not be declined or rejected without forfeiting the bout.
- H. Fighting with real weapons, whether fast or slow, is strictly forbidden at any Society event. This Rule does not consider approved weaponry that meets the Society and Kingdom standards for traditional SCA Combat and/or SCA Period Rapier Combat, used in the context of mutual sport, to be real weaponry.
- I. No projectile weapons shall be allowed, and no weapons shall be thrown within the lists of a Tournament. The use of approved projectile weapons for melee, war, or Combat Archery shall conform to appropriate Society and Kingdom Conventions of Combat.

Part II. Conventions of Combat for the East Kingdom

- CC1. The legal target areas are defined as the whole torso, head and limbs, with the exception of the lower legs beginning one inch above the top of the kneecap, and the hand from one inch above the wrist. Blows landing on illegal targets need not be counted, and if thrown intentionally are considered dangerous and a censurable act. Blows to the groin are to be acknowledged, however, such blows are strongly discouraged, and throwing them frequently is grounds for censure. Pickaxe and baseball swings with a great weapon of any kind are forbidden.
- CC2. All weapons to be used in combat are to be declared to the opponent and the marshals before the fight. If an auxiliary weapon is to be used, Convention of Combat #5 may be waived subject to the fighters' and marshals' approval. Such a waiver shall be announced before the commencement of combat. Any auxiliary weapon that prevents proper acknowledgment of blows must be given into the marshals' keeping until it is needed.
- CC3. Only the fighters and marshals on the field, or the Sovereign or his representative may call a "hold". Others may call a "hold" only in the case of immediate safety hazards. Upon the calling of a hold, combat shall cease, and will not be resumed until the reason for the hold has been corrected and the marshals have given their permission. Anyone beginning a blow after a "hold" is called is subject to censure.

East Kingdom Minister of Lists Handbook

CC4. Judging the effects of blows is left to the honor of the combatants, unless they relinquish this responsibility, with the exception of clear violations of the Rules of the Lists or the Conventions of Combat.

CC5. A blow only partially deflected by a shield or defensive weapon will be counted as being unobstructed. Blows striking the shield or defensive weapon and then the combatant need not necessarily be counted unless they are of impressive force, or the type of weapon permits a kill while part of the blow is obstructed. For example, an axe or mace blow may kill even though the haft struck the shield or defensive weapon.

CC6. A blow that includes the dropping or breaking of a weapon need not be counted, unless a sound weapon was clearly broken upon the combatant's body.

CC7. A helpless opponent shall not be struck, and a "hold" must be called. An opponent is helpless if he has slipped or is falling, or has struck the ground, or if he has dropped or broken his weapon. Blows begun before the cause of the hold shall be counted. If a combatant either drops his weapon, or slips and falls without being pushed, three times, the combatant will be warned that on the next occurrence he will be considered to be held at sword's point and be forced to yield.

CC8. If during combat a fighter loses his helm or the visor opens up, or if the protective value of the helm is in any way impaired, the fighter is dead and shall leave the field immediately. If necessary, a hold shall be called.

CC9. Blows landed simultaneously count to both opponents. A kill that follows a wounding blow is a kill (i.e., a wounded opponent is not helpless). A wounding blow thrown simultaneously by a combatant receiving a wounding blow wounds his opponent. A killing blow started before the combatant receives a killing blow counts. Double kills may be re-fought except in melees or wars, where both are deemed dead.

CC10. If, during the course of a fight, a sword is used for three static blocks (braced against the shield or helm), the fighter will be warned by the marshal that at the next occurrence the sword will be considered broken, and the blow good.

CC11. Thrusting and feinting to the face is legal practice. A 'face thrust' is defined as a thrust which lands above the collarbones, below the mid-brow, and between the sideburns. The definition of a telling blow is a face thrust that unmistakably moves the helm, but not the head. Marshals observing such shall inform the combatant that a telling blow may have occurred. Thrusts to the side of the head are not telling nor should they be deliberately thrown. Helm sides, back and tops are proof/impervious to all weapon thrusts except those of Siege engines and thus should not be targeted as such. This rule also includes all combat archery ammunition. This rule does not preclude legal face strikes according to society rules.

CC12. A fighter who has been wounded once loses control of the portion of the limb below the wound. If the arm is struck again below the wound so as to block a further disabling or killing blow, the blow is counted as if the arm was not there. In no way may the wounded limb be used to grasp, or propel the fighter: he is to act as if motor control were absent. If the leg is struck then the fighter may fight on one foot or from his knees, but cannot use the wounded limb for locomotion or support.

CC13. A mace, war hammer, polearm, or great sword blow to the hip kills, as does an ax blow to the inner thigh. Any other weapon blow to the hip disables the fighter, so that he may not rise up on his knees. A blow to the shoulder joint or the inside of the shoulder joint with a weapon listed above kills. A blow on the outside of the shoulder joint disables the arm. Great swords may be used in a half sword manner in that one may grasp their own blade to throw blows or thrusts and may grasp an opponents blade during a bind in which neither blade is in motion. Great swords may have a thrusting tip on the pommel of the weapon, such tips may only be used for telling blows when thrown at the face as a face thrust

CC14. It is the prerogative of any Peer of the Realm to observe the Crown finals from the field. However, the Earl Marshal may recommend to the Crown that a particular Peer not be allowed in the Lists for reasons of safety. All those who wish to observe from the field must have executed waivers to the degree required for all fighters. And if the list size does not allow it to be done safely, then the closest edges of the list shall be given to the peers for their viewing.

CC15. When titles are used on the field, the full title should be announced in cases where possible confusion may result: e.g. Master of the Pelican as opposed to Master of Arms.

East Kingdom Minister of Lists Handbook

CC16. No mention is to be made of magic, religion, superstition, or supernatural powers in connection with combat. Many fighters take such matter seriously, giving an unfair advantage to an opponent who violates this convention by claiming that such powers were involved with his prowess or victories. Needless to say, no honorable fighter would seek such assistance to unfairly insure victory on the field.

East Kingdom Minister of Lists Handbook

Please note, most statements within this handbook use the word “combatant,” we use this to mean BOTH rattan and rapier combatants.

MOL Training

This handbook is not meant to be the sole method of training for a new MOL. As a new MOL you should spend time with a currently warranted MOL, either local, at-large or regional. We highly suggest that you ‘sit in’ during a few tournaments to understand the workings in a real time situation. Always feel free to contact the Kingdom Minister of Lists, their Deputy or any of the Regional MOL’s for assistance.

Kingdom Minister of Lists Web Site

This office has a information website located at www.eastkingdom.org/mol At this site you will be able to find all up to date authorization forms, and other necessary information.

Yahoo Group

The EKMOL also has a mail-group on Yahoo, www.yahogroups.com/lists-list. It is highly recommended that all MOL’s sign up to be a member of this e-list. The Heavy List and Fencing Databases are stored on this site. Membership is needed to access the databases. The MOL office uses this tool as first line communication for all updates. It is encouraged that all MOL’s also use it to communicate questions, and request for help with problems and/or extra MOL’s needed for events. Additional forms and files can also be found at this site.

Out Of Kingdom Visitor

Any combatant from out-of-kingdom is welcome to play within the East. A visiting combatant should present their kingdom authorization card to you. If they did not bring their card, have them talk with the MIC to make arrangements for the day.

Authorization Cards

All combatants must present a current authorization card at the lists table. If they do not have their card with them, you can look them up on the database. This is a courtesy service we offer to the combatants, so you should have keep a current copy with you. If a combatant attempts to fight WITHOUT proof of authorization, inform the Marshal In Charge (MIC) right away.

Authorization Paperwork

How to fill out the Authorization Card Application

Use this form for **New Authorizations, Re -Authorizations and Kingdom Transfers**. To add weapons forms, use the "Record of Additional Armored Combat" or "Period Fencing Authorization" forms.

I normally fill out the paperwork myself, but if the combatant/marshal fills it out, please double check that all areas are filled out properly.

Applicant Information:

- **PLEASE PRINT CLEARLY!** I can't stress this enough! The information entered in this section will be used to type the combatant's legal and society names on the card, and to mail the card to the combatant.
 - Please provide the complete mailing address. This should include the street or P.O. Box address, as well as City, State or Province and Zip or Postal Code. Failure to fill out this information clearly & completely may mean that the card will not reach the combatant. Email address are not sufficient!
 - Double check this area - I've noticed a LOT of folks only putting their street, forgetting the city, state & zip code.

East Kingdom Minister of Lists Handbook

Authorization Information:

- The authorizing marshal(s) should be sure to sign the authorization form.
- Only one marshal's signature is required if this is a renewal.
- Be sure to circle all weapons forms that should appear on the authorization card. - Failure to indicate any weapons forms is the most common reason for delays in processing authorization card applications.
- The applicant must either fill in their membership card number and membership expiration date OR sign and date the waiver. It is not necessary to do both.

Temporary Authorization Card:

- Be sure to fill out the temporary authorization card at the bottom of the page clearly and completely. This will be the combatant's only proof of authorization until his/her permanent card arrives. If the application form is lost, it may be the only proof available that the authorization did take place.
- In the 'Weapons Forms' area, check off all the same weapons forms that were circled on the form above - all the weapons forms that should be on the authorization card.
- Make sure both Marshals sign too
- For renewals only - on 2nd marshal line - write "renewal"

Additional Weapons Forms Authorizations:

- New cards will not be sent out just to update weapons forms.
- Use the appropriate "additional weapons authorization" form for either Armored Combat or Period Fencing.
- If a combatant already has a valid, unexpired authorization card, marshals should simply record additional weapons forms on the back of that card, as the authorizations occur - and have them sign the appropriate paperwork.
- Notification of these additional weapon forms authorization should also be sent to the Kingdom MOL.

Kingdom Transfers:

- If someone has moved to the East Kingdom from another Kingdom, you can use the Application for Armored Combat form. At the top of the form, write TRANSFER and fill in the rest of the form with the person's new info. The bottom of the form will serve as their temporary card. Treat this as you would with any new authorization, i.e. 2 marshal signatures.
- Since Period Fencing varies from Kingdom to Kingdom, they will have to still have to go through an authorization bout and have two marshals sign the form.

List Field Waivers:

- List Field Waivers should not be used as a sign in sheet. Waivers were signed at troll or when applying for membership.

Tournament Communication

Working With Combatants

Important**

Remember- An MOL's job is to serve the fighting community and the EK Marshalls. Be friendly and courteous at all times. How you treat the fighters is how they will treat you. If you come across a problem and you need assistance, ask the Marshal in Charge for help

The majority of combatants are respectful, considerate, and willing to follow the rules of the lists. Combatants will often grumble when asked to retrieve their combatant cards from afar, but most will accomplish the task when asked. If a combatant cannot prove authorization, approach the marshal in charge for a solution.

In rare circumstances, a combatant may become rude or belligerent. Do not tolerate this behavior and report it immediately to the MIC. Also report it to the EK MOL on the report form. Repeated rudeness to MOLs and Marshals will result in the combatant's authorization being suspended or revoked, so every instance of inappropriate behavior must be documented properly.

Be certain to oversee all writing by the combatant as it might not be legible to the EK MOL, and could result in the combatant not receiving their authorization card in the mail properly, or having their name misspelled on the card. In addition, combatants in the thick of battle may be out-of-breath and unable to speak clearly enough for you to understand them. Make them stop long enough to speak coherently if possible, as this will benefit both your records and the combatant's health. Combatants in heavy fighting gear might not be able to hear well, so you may have to speak loudly and clearly in order to be understood.

Working with Marshals

If you are able, contact the Marshal before the event to see which type tournament they have in mind. This is very important, as the Marshals may wish to run a tournament that you have never run before. This will give you plenty of time to prepare for the tournament. Most Marshals respect the MOLs. They know the key to a smooth running tournament is through the MOL. They are usually open to suggestions and will often ask advice from the MOL.

Show them the same courtesy. Remember that it is the Marshal that has final say regarding anything during the tournament.

Working with Field Heralds

Before the tournament begins, let the field Herald know what type tournament style will be run. The cards used for announcing the pairings should always have the combatants names written out for the Heralds. Send several pairings out to the field with the Herald. Tell the Herald how they want these cards to come back to the list table; they should get these cards back to you as fast as possible after the bouts so that the re-pairing can begin. If possible, it is best to have "runners" to run to and from the list table and the Heralds.

Working with Runners

It is always good to have runners available to help the MOLs. At larger tournaments, it becomes crucial. The job of a runner is to take the cards with pairings out to the Heralds and bring them back

East Kingdom Minister of Lists Handbook

to the list table. If possible, line up the runners ahead of time. It is very hard to find help while you are setting everything else up. You should have one runner at a time per list field.

East Kingdom Minister of Lists Handbook

Tournament Glossary & Special Conditions

There are a number of special conditions, which may or may not effect how you as the MOL perform your duties in running the list. It's always a good idea to meet with the MIC before the tournament and find out if there are any special conditions and how they might affect the running of the list, information collected, and the type of record keeping being used.

HOLD

Temporary halt in fighting activities, usually called by the marshals.

Bout

Two combatants or teams competing until one is defeated. Also called a match.

Bye

When there are an odd number of fighters, a bye is given. One of the combatants sits out that round. Sometimes there is a designated 'Bye Fighter.' In this case, each time there is a bye fight, the person drawing the bye fight will fight the designated bye fighter. If there is no designated person, the combatant simply sits out that round.

Double Kill

Both combatants kill each other simultaneously. Once this occurs, it is up to the MIC if the fight will be re-fought or if both combatants will receive a loss.

Limited Blows

This type of restriction allows the combatants only a certain number of blows in which they can defeat their opponent or accomplish their goal. Once again, this type of restrictions should have little effect on the MOL, unless a scoring depends on the number of blows utilized. The Marshal should inform you of this prior to beginning the fighting if it has any effect on scorekeeping.

MIC

Marshal in Charge

Movement Restrictions

Tournaments with movement restrictions may make an area "water" so those combatants who step out of marked boundaries "drown." Or they can make the fighting field be very small as to limit the area where combatants can move. This has little effect on the MOL as well.

Resurrections

Generally seen in melees this can be used in some theme tournaments as well. Combatants who have died or are wounded may make their way to some sort of resurrection point and are healed. There are generally no limits to the number of times an individual can be resurrected.

Restricted Target Areas

In this type of tournament individuals can not hit a specified part of the body, or a blow to that part of the body does not count. For example, a blow to the head may cause the forfeiture of the fight. Another example is tournaments at the barrier, where fighting is restricted by a barrier fence and leg blows are not allowed. Again, the Marshal should make you aware of this prior to beginning the fighting.

Restricted Weapons Forms

These type of tournaments can be a little more time consuming in the sign-in of the list because the MOL must also check to ensure that the individual who is signing-in is authorized in the weapons form that will be used in the tournament. A good example is a great sword tournament. Only individuals who have authorized in great weapon (GW) would be eligible to participate.

Special Immunities to Damage

This condition is seen most commonly in the hunt theme type of tournament. It does not effect how the MOL performs their duties. An example of this type of circumstance would be a combatant who is the turtle in the hunt, and can only die from head blows because his shell protects his body.

Wounds Retained

Seen most often in Bear Pit Tournaments this special condition should have little effect on the MOL. In this type of situation a combatant who loses a leg, but goes on to kill his opponent

East Kingdom Minister of Lists Handbook

would face the next opponent on his knees. If he loses an arm in that fight but still wins, he meets his next opponent with only one arm. Wounds are retained until death.

East Kingdom Minister of Lists Handbook

Before the Tourney

What you'll need:

- lists field waivers
- pencils and/or pens
- tourney trees
- tourney cards
- current database(s)
- authorization paperwork
- Blank address labels

It is helpful to have:

- something to drink
- Clipboard
- table & chairs
- paperclips
- eraser and/or white-out
- Paperweights

You can reasonably expect the autocrat to arrange to bring a table and a couple of chairs out to the tourney field.

It is also a good idea to have a copy of the Earl Marshal's Policy and the EK Rapier Combat Rules. You can find each of these on the East Kingdom Policy's web page.

Tourney trees are available at the back of this Handbook and at the MOL website (www.eastkingdom.org/mol). The rest you can get at your local stationary store. If you are a group MOL, check with your seneschal to see if you have a budget to cover the purchase of supplies. If you purchased supplies with budget money, when you pass on this office any leftovers MUST go to your replacement.

Get to the event before the armor inspections are scheduled to start, unless you have been asked to show up at a specific time. If the autocrat wants the list open at eleven, you should show up about ten. This gives you time to get in garb and set-up. Find out what type of tourney you are going to be running.

Go find the autocrat and let them know that you are there and what you need. Please be polite and courteous. It is possible that there's nothing set up because the site decided that chairs weren't part of the site fee last night, and they've been doing damage control all night, so offer to help whoever you can.

Do the best you can to set up yourself and get things running. You're capable of doing it! I just know it!

Find out who is the:

- Marshal in charge (MIC)
- Chiurgeon in charge
- Herald in charge (* not always needed, but nice to have)

Write down their SCA names for the event report. Only the marshal is on the report, but you will want to know who the chiurgeon & herald are for the day.

Find out where the chiurgeon will be set up and make sure they have easy access to the field. Ask them if they will handle water-bearing. If not, make sure the autocrat has made some arrangements. If they haven't, ask them (nicely) to do so. Having a container of water at the table is a 'good thing' not only for the combatants but yourself, it can get pretty hot sitting out there.

Ask the MIC if authorizations are being done and if so, if they are being done before or after the tourney. Have this information announced. The marshal should handle the rest of the authorization until it's time to fill out paperwork.

Make sure you can find the herald (or someone who can be a herald - sometimes this is the MIC) and let them know what announcements you know you will need done. These include:

- if and when authorizations are being done
- that the list table is open for sign-up
- that the list table will close to sign-up's in 15 minutes.

East Kingdom Minister of Lists Handbook

that the list table is closed.

(* if someone comes to you after the lists has been closed, have them talk with the MIC about getting into the tournament)

Start signing people up, the combatants should come to the table and show you their authorization card and membership card (if they have one). Fill out a sign in sheet with their SCA name, authorization number, and check the card for expiration. Fill out paperwork for expired or missing cards. If they do not have an authorization card, you can look them up on the database.

If the tourney is larger than a dozen combatants, I recommend the use of tourney cards. If you are going to use them, fill out one card for each combatant with the SCA name printed neatly at the top. It's usually easiest to fill out the cards during quiet moments of sign-up time, or get someone to help.

Once you have signed up all the combatants (made the cards if you are using them and number them) and closed the table, you need to count the number of combatants and determine the best size tree for the type of tourney you are running.

Fill in the names of all the combatants in the tree, and make sure you have the same number of combatants signed up as you have cards.

Event Report Form

You've made it through to the end. The last task you need to take care of is filling out an Event Report Form. The information needed is self explanatory on the form. The form, along with any authorizations, the lists field waivers and score sheets need to be sent to the EK MOL.

A copy of the event report form only needs to be sent to your Regional Deputy (you'll find their names & addresses in the back of Pikestaff under each region). Keep a copy of everything for your records! If the originals get lost in the mail, you'll be able to send another set up to Kingdom.

If you are visiting another region and are working the MOL table, be sure to give the local MOL everything from the event for her/him to send in. If the local MOL was not at the event, you should send it all in. Send a copy of the Event Report Form to the appropriate Regional Deputy. (i.e. if you are from the Southern Region, but work and event in the Northern Region – the Event Report Form needs to be sent to the Northern Region Deputy.)

Using Index Cards

If you do, here's what you do with them. Set up your first round, matching which fighters will do combat with which other fighters in the first round. (This is called "pairing" and the matched fighters are called "pairs." Paperclip the pairing's together and hand the first two pairings to the list herald to announce. The first fight is "up" and the second is "on deck." This gives the fighters a little prep time as to know they're fighting next. After the fight the herald (or list runner) should bring you the index cards of that pair and get a new set of "on deck." The herald should indicate who was the victor. A standard method is to have the winners card put on top. Continue matching the card pairs though the tourney.

East Kingdom Minister of Lists Handbook

Tourney Time

2 out of 3

The winner of each bout is determined by winning 2 of the 3 fights. Unless otherwise requested to do so, the MOL usually tracks the overall winner of each pairing. Please clarify with the MIC if you should track individual fight wins and losses.

Bear Pit

A bear pit tournament does not require a “tree” in the classic sense. You should make a neat list of all the fighters with plenty of room to write beside each name. The list needs to have an opening and closing time. Often this is up to several hours. The fighters’ just line up and the first two people enter the list, they fight. The winner remains and then fights the next person in line. The loser reports to the MOL, and may join the end of the line. Fighters may join the line as often as they wish. They also may rest and then rejoin the line at their leisure. You should plan on giving a half-hour, fifteen minute, and last chance warning. The last chance warning is basically telling them the line is closing, letting the last few run into line and then make “Joe the fighter” the last person. No one may get in line behind him/her.

There are many methods to scoring and none are more “correct” than the others. But, this scoring method rewards tenacity, and gives a larger number of fighters a chance of winning.

The most common method of scoring is:

- ☒ One point for each time a fighter enters the list. Not one point for each bout, but one point for each time they stood in line to fight.
- ☒ One point for losing the bout.
- ☒ Two points for winning the bout.

Another variation on the Bear Pit, is with teams. Each person is assigned a team and the points are then given to that team. If you go with this style, have each team signified with a colored tape. i.e. Fred’s team has red tape on their helm, Al’s team has green tape on their helm. That way, it eliminates people ‘switching sides’ in the middle of the tourney.

Double Elimination

The double elimination tourney is both the most common type of tourney and one of the most difficult to run. This is the tourney type I most highly recommend using index cards. Once you have your list of fighters, fit them in to the smallest tree you can. The tree must be the same size (i.e. 8 fighters on an 8 fighter tree) or larger (12 on a 16 tree). Fill in the rest of the spaces with ‘byes.’ Byes are an empty spot on the tree, which means the fighter opposite them automatically advances to the next round. Consequently, no bye can be put opposite a bye, as they do not advance.

After all the fighters have fought the first round, mark their index cards (if you using them) with either “win” or “loss” as appropriate. As soon as there are two “losses” marked on the card, the fighter is dead. They have lost or been “eliminated” twice. Fighters who have won are moved right on the tree, losers moved left.

Line Tourney

The line tourney is a variation of the Round Robin. The combatants form two lines facing each other and fights the person opposite them. Once the round is over, the MOL records wins/loses and the line shifts down one person. The combatant then fights the person opposite him/her; until each person has fought each person.

Melee

Battle scenarios fought by teams. The MOL does not usually need to track a melee, but cards do need to be checked before ANY type of fighting occurs at an event.

East Kingdom Minister of Lists Handbook

Round Robin

Following are the instructions for the round robin tourney form. Use of this system will allow the combatant a lot of chances to fight. Be sure to have several copies of the form on hand and some clipboards to hold them. Above all remember the purpose of a tourney is to fight and have fun; work for this above all else.

- 1 Split the fighters into as many pools as there are available marshals. All the pools should be the same size if possible, around six fighters in each pool seems to work well. Use a separate form for each pool, recording the fencer's names in the column provided.
- 2 Circle the column of bout match-ups for the appropriate pool size under the ORDER OF BOUTS portion of the form. The number in parenthesis is the number of bouts that will occur. If you multiply that number times 4 you will have the estimated time in minutes needed to run the entire pool.
- 3 Circle the first match-up and call out the names listed beside the numbers above. This will be the first pair fighting. I would also suggest calling out the next pair so that they may get their gear ready.
- 4 After the bout is over carefully cross-index each fighters name with the top row of numbers for their opponents and record the outcome of the bout for each fighter. You will do this twice for each bout. A "W" for the winner, and "L" for the loser, or a "D" for each if they killed each other. **Be extremely careful to cross-index correctly.**
- 5 Line out the pair who have just fought under the ORDER OF BOUTS. Circle and call the next pair to fence and the ones following who will need to get ready.
- 6 Continue with the next bout as above until the ORDER OF BOUTS is finished.
- 7 Tally the score for each fencer moving across the line. Award "zero" for a lose "L", 1 for a double kill "D" and 2 for a win "W." Record the total under SCORE. The top half of the pool (i.e. the ones with the highest points) be moved ahead to the next pool or pools. This way you will eliminate half you field of fighters in each round of pools. In the event of ties for a critical place hold a 2 or 3 person fight off as needed to resolve the conflict. At worst this should take only about 12 minutes.
- 8 Using this method, a large field of fighters can be reduced to 2 or 3 successive pools and still get in a lot of fighting. It also allows a person to suffer a loss from a poor judgment and yet still have a chance of moving forward or winning.

Single Elimination

A very easy tourney to run, but also a very unpopular one. When a fighter "dies" once they are out of the tournament. Run it like the winners list in the double elimination tourney. A single loss puts the person out of the tourney instead into the losers list.

Snowball Tournament

This tournament works best with an even number of combatants. The first round is drawn and the combatants are paired off. Whoever wins the first bout becomes the team leader for one team and the losing combatant becomes the other team leader. The winner of the next bout joins the losing fighters team, and the loser joins the winners team; forming two two-man teams. In the next round, the two-man teams are paired off, with the losing team joining the winning team, forming four-man teams, etc. This continues until there are only two teams left. The two teams then fight to determine the winner. Also known as a 'Progressive Melee.'

Speed or Lightning Tourney

The winner is determined by the total number of wins within a specific time frame (e.g. 1 hour). This is similar to a Bear Pit with a time limit. Each combatant in line fights the person holding the field, the winner stays on the field and the loser goes to the end of the line. The MIC or Field Marshall determines time limit (if timed bouts are used), while the MOL records winds. Once the allotted time has passed, the tournament is finished and the total number of wins of each combatant is tallied. This is a very fast paced tournament.

East Kingdom Minister of Lists Handbook

Warlord Tourney

The Warlord Tourney is gaining in popularity, it's a nice way to get a lot of melee practice and get people used to fighting in units. Makes it a nice tourney for the Pennsic preparation time. Be warned this style tourney requires a lot of fighting space. There should be enough space so all the fighters in two teams can be engaged in melee.

This is run similarly to a single elimination tourney, except, the losing fighters (or fighter team) is subsumed or absorbed into the victorious team. Example: if Jo and Fred fight in the first round and Fred wins, Jo becomes a member of "Fred's Team." This will happen with all the fights. Then Fred's Team and another 2-man team (i.e. Al's Team) will fight two against two. If in this example, if Al's Team wins, Fred's Team ceases to exist and Jo and Fred become part of Al's Team.

There can be an annoying problem with this type of tourney, as it can only be run with an even number of combatants. If this happens there are two basic solutions and they require fighter cooperation and a judgment call, so I strongly recommend you only do this with the help of the marshal. You need to either pick either the single best fighter (a member of the chivalry is easy to pick on) or the three least experienced fighters. If you picked the one best, make him/her their own team. They would receive a "bye" to the second round, but while all the other teams will be composed of two fighters, this team would be just the one fighter. This team will always be shout one fighter throughout the tourney. The lack theoretically made up by the expertise of the one fighter.

If you chose the three least experienced, they will receive a "bye" to the second round and instead of a team of two, they would be a team of three. This advantage theoretically made up by the lack of experience of all three starting members.

Byes

Once you know how many fighters you have, mark out all the byes on the tree first (in a different color, if you can), run them out on the losers list, then write in the fighter names afterwards.

Ask the MiC if 'bye fights' should be announced to the fighters. We usually stick a pink BYE card to the pairings to make it easier – try your best to make sure the Heralds announce it as such. Otherwise, fighters lose twice (one bye and one real bout) and think they are out, but they're not.

If you have a very small number, show the Crown (or whomever the tourney is for) the tourney tree with the byes marked out, but no names on it yet, before you start, so they have a full understanding of what will happen.

In the case of Crown Tourney we run a 'short' number of fighters on a big tree. That way we get two fighters with no losses and two fighters with one loss each in the final four. A tree of 32 or 64 is the only reliable way to do that ... to get the same results every time. We could "front load" the tree, just put all the fighters at the top and all the byes at the bottom, but doing this leads to the byes (remember the byes need to 'lose' twice, just like everyone else) turning up when there are 16 or 8 fighters remaining in the tourney.

East Kingdom Minister of Lists Handbook

The following pages are ways to lay out trees with 33-40 fighters

33 fighters on 64 -man tree:

First Round Parings, First 8 pairs on the tree	First Round Parings, Each subsequent set of 8 pairs on the tree (i.e. repeat 3 times)	<p>In other words, only one bout “counts” in the first round. Everyone else has a bye. It goes faster if you have the byes fight each other. Make sure everyone understands this at the start, and that the one fight that “counts” know whom they are.</p> <p>Draw this out on a 32-man tree (that is, the first set of eight pairs and one additional set of eight pairs) so you understand how the byes work in the losers list. Doing it this way means that the first round that “counts” is the “first” round of the winners list and the “second” round of the losers list (the one after the first set of drop-ins) (first round of the losers list is one fighter and all the rest of the slots are filled with byes. First drop in round (round 1.5) is one fighter vs. fighter round, then one fighter and one bye in all the other pairings. Second “full” round of the losers list is where the byes finally drop off and we get fighter vs. fighter all the way down.</p>
Figh ter Bye	Fighter Bye	
Fighter Fighter	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Bye	Fighter Bye	

: 34 fighters on a 64 -man tree:

First Round Parings, (1 st and 3 rd set of 8 pairs on the tree)	First Round Parings, (2 nd and 4 th set of 8 pairs on the tree)	<p>Now only two bouts “count” in the first round. Once again <i>everyone</i> else has a bye. It goes faster if you have the byes fight each other. Make sure everyone understands this at the start, and that the two fights that “count” know who they are. At this point you have four fighters for whom the wins and losses in the first round “count,” so you can’t really skip over the byes. Every effort should be made to make sure that everyone fights the same number of fights, even if some are just “tiring” bouts.</p>
Bye Fighter	Fighter Fighter	
Bye Fighter	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Bye	Fighter Bye	

East Kingdom Minister of Lists Handbook

35 fighters on a 64 -man tree:

First Round Parings, (First 3 sets of 8 pairs on the tree)	First Round Parings, (final set of 8 pairs on the tree)	Now three bouts “count” in the first round. Once again <i>everyone</i> else has a bye. It goes faster if you have the byes fight each other. Make sure everyone understands this at the start, and that the three fights that “count” know who they are. At this point, you have six fighters for whom the wins and losses in the first round “count,” so you can’t really skip over byes. Every effort should be made to make sure that everyone fights the same number of fights, even if some are just “tiring” bouts.
Fighter Fighter	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Bye	Fighter Bye	

36 fighters on a 64 -man tree:

First Round Parings, (each set of 8 pairs)	Now we have four sets that count, and 28 sets that don’t. It goes faster if you have the byes fight each other. As always, make sure that the fights that “count” understand who they are. You now have eight fighters for whom the wins and losses in the first round “count,” so you can’t really skip over the byes. Every effort should be made to make sure that everyone fights the same number of fights, even if some are just “tiring” bouts.
Fighter Fighter	
Fighter Bye	
Fighter Bye	
Fighter Bye	
Fighter Bye	
Fighter Bye	
Fighter Bye	
Fighter Bye	

East Kingdom Minister of Lists Handbook

37 fighters on a 64 -man tree:

First Round Parings, (first 8 pairs on the tree)	First Round Parings, each subsequent set of 8 pairs on the tree (repeat 3 times)	The first thing you'll notice is that the position of the Fighter/Fighter pairs moves away from the first set of pairs, and the addition of a second Fighter/Fighter pair at pair six. These are set up in this way in order to minimize the number of byes in the losers list. Make sure your Fighter/Fighter pairs hold this position. Still, it's easiest to have the folks with byes fight each other, and also it's crucial that you make sure that the fights that "count" know who they are.
Fighter Bye	Fighter Fighter	
Fighter Fighter	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Fighter	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Bye	Fighter Bye	

38 fighters on a 64 -man tree:

First Round Parings, (1st & 3rd set, 8 pairs on the tree)	First Round Parings, (2nd & 4th sets of 8 pairs on the tree)	Six pairs that count – twelve fighters – almost a third of the field now has a bout that counts in the first round! Same deal as before, it is crucial, crucial, crucial that the fighter/fighter fights get placed just as shown above, with no variation. Otherwise you end up with a lot more byes in the loser round that you need to have. It continues to be easiest to have the folks with byes fight each other, and remains important that you make sure that the fights that "count" know who they are.
Fighter Bye	Fighter Fighter	
Fighter Fighter	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Fighter	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Bye	Fighter Bye	

East Kingdom Minister of Lists Handbook

39 fighters on a 64 -man tree:

First Round Parings, (first three sets of eight pairs on the tree)	First Round Parings, (final set of eight pairs on the tree)	Seven pairs that count – fourteen fighters. Make sure that the fighter/fighter fights get placed just as shown above, with no variation. Otherwise you end up with a lot more byes in the losers round that you need to have. It continues to be easiest to have the folks with the byes fight each other, and remains important that you make sure that the fights that “count” know who they are.
Fighter Bye	Fighter Fighter	
Fighter Fighter	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Fighter	Fighter Bye	
Fighter Bye	Fighter Bye	
Fighter Bye	Fighter Bye	

40 fighters on a 64 -main tree:

First Round Parings, (each set of 8 pairs)	Same notes continue to apply, it is crucial, crucial, crucial that the fighter/fighter fights get placed just as shown above, with no variation. Otherwise you end up with a lot more byes in the losers round that you need to have. It continues to be easiest to have the folks with byes fight each other, and remains important that you make sure that the fights that “count” know who they are.
Fighter Bye	
Fighter Fighter	
Fighter Bye	
Fighter Bye	
Fighter Bye	
Fighter Fighter	
Fighter Bye	
Fighter Bye	

East Kingdom Minister of Lists Handbook

Needed Forms

All of these forms can be found on the EKMOL website. Always make a point of making sure the send to person & address is current on your paperwork. We have had accounts of paperwork going to people who were EKMOL 4, 5, 6, years ago!

Application for East Kingdom Armored Combat Authorization Card
Record of Additional Armored Combat Authorization
Application for East Kingdom Period Fencing Authorization Card
Record of Additional Period Fencing Authorization
Request for Replacement Authorization Card
Minister of the Lists Event Report Form
List Field Waiver