



The ACORN

XTRA
Kingdom Chatelain
Edition

*Newsletter for the
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SCA, Inc.*

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The Acorn Extra

This is the August 2024 EXTRA Issue of The ACORN, the official newsletter of the Kingdom of Atlantia.

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<http://www.sca.org>

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Atlantia ACORN August 2024 XTRA

Kingdom Chatelain Updates And Open Deputy Positions

**Letter from the Kingdom Chatelain
To Current and Prospective Chatelains**

Pg 4

**Open Deputy Positions Reporting
to the Kingdom Chatelain**

Pgs 5 and 6

Updated Kingdom Chatelain Policy

Pgs 7 to 11



This announcement is for Chatelains/prospective Chatelains.

If you believe you are currently a local **Chatelain**, but have not yet completed and submitted a warrant request, your information was not included.

Likewise, I have submitted my updates to the webteam for the Local Groups page (<https://atlantia.sca.org/newcomers/local-groups/>) of the Kingdom website. Again, if you believe you are currently a local **Chatelain**, but have not yet completed and submitted a warrant request, your group will be listed with the **Chatelain** position as VACANT.

Please note that Chatelains are required to submit warrants and be approved, per Kingdom Law. If you do not have an approved warrant, you are not a **Chatelain**!

If you are unsure if your warrant is current or if you need to submit your warrant, or have any other questions, please comment here or message me directly.

Thank you all for your understanding!

Baroness Margaret Lad, OP
Kingdom Chatelain
chatelain@atlantia.sca.org



Open Chatelain Deputy Positions

The Kingdom Chatelain is currently recruiting for:

Education and Training Deputy

This person will:

- Be familiar with the SCA Organizational Handbook and the Laws and Policies of Atlantia.
- Be responsible for teaching Chatelain 101 as needed OR a minimum of once quarterly.
- Be responsible for organizing Newcomer and/or Chatelain tracks for Atlantian Universities (held three times a year).
- Be responsible for writing/editing/providing class handouts to local Chatelains to teach at events.
- Assist with any other special assignments/projects relating to newcomer recruitment and member retention as they may arise.

This is an Officer of State position. For the duties and responsibilities of Officers of State, please review sections 4.4 and 4.5 of Kingdom Law: <https://atlantia.sca.org/wp-content/uploads/2024/04/Atlantian-Great-Book-of-Laws-4-1-2024.pdf>

If you are interested in applying, please submit a cover letter and SCA Resume to trm@atlantia.sca.org and chatelain@atlantia.sca.org

Applications are due September 1st.

Social Media Liaison and Outreach Deputy

This person will:

- Be familiar with the SCA Organizational Handbook and the Laws and Policies of Atlantia.
- Maintain a presence on Kingdom Social Media accounts and create content for Atlantia Instagram, Twitter, FB, YouTube, Tik Tok as needed.
- Develop a content calendar for the above Social Media sites and work with Kingdom Social Media Deputy as needed in order to create and schedule said content.
- Work with the Atlantian Web Team to maintain and update the Kingdom Chatelain and Newcomer pages on the Kingdom of Atlantia Website.
- Assist branch Chatelains in the development of social media content as needed.
- Assist with any other special assignments/projects relating to newcomer recruitment and member retention as they may arise.

This is an Officer of State position. For the duties and responsibilities of Officers of State, please review sections 4.4 and 4.5 of Kingdom Law: <https://atlantia.sca.org/wp-content/uploads/2024/04/Atlantian-Great-Book-of-Laws-4-1-2024.pdf>

If you are interested in applying, please submit a cover letter and SCA Resume to trm@atlantia.sca.org and chatelain@atlantia.sca.org

Applications are due September 1st.



Open Chatelain Deputy Positions (cont'd)

Special Projects and Demos Deputy

This person will:

- Be familiar with the SCA Organizational Handbook and the Laws and Policies of Atlantia.
- Be responsible for the creation and maintenance of a demo calendar for the kingdom, providing updated notification to Social Media Liaison and Outreach Deputy.
- Assist local groups in organizing and recruiting for demos – providing templates for business cards, and handouts, collecting data through Google, consolidating data, and following up with leads. Best Practices will be collected and shared with other groups.
- Support local Chatelains and assist with Newcomers Points as needed.
- Assist with any other special assignments/projects relating to newcomer recruitment and member retention as they may arise.

This is an Officer of State position. For the duties and responsibilities of Officers of State, please review sections 4.4 and 4.5 of Kingdom Law: <https://atlantia.sca.org/wp-content/uploads/2024/04/Atlantian-Great-Book-of-Laws-4-1-2024.pdf>

If you are interested in applying, please submit a cover letter and SCA Resume to trm@atlantia.sca.org and chatelain@atlantia.sca.org

Applications are due September 1st.

Emergency Deputy

The Emergency Deputy Kingdom Chatelain is responsible for all duties under 9.3 (Responsibilities of the Kingdom Chatelain) in the event that the Kingdom Chatelain cannot perform their duties. They must be a warrant-ed Chatelain and train with the Kingdom Chatelain for a minimum of six months in order to understand the processes and gain access to all necessary information and platforms.

This is an Officer of State position. For the duties and responsibilities of Officers of State, please review sections 4.4 and 4.5 of Kingdom Law: <https://atlantia.sca.org/wp-content/uploads/2024/04/Atlantian-Great-Book-of-Laws-4-1-2024.pdf>

If you are interested in applying, please submit a cover letter and SCA Resume to trm@atlantia.sca.org and chatelain@atlantia.sca.org

Applications are due September 1st.

Draft Kingdom Chatelain Policy– Updated 6-5-2024

9 Policies of the Kingdom Chatelain

9.1 Definition

The term Chatelain shall be used as a gender-neutral title in law and policy. Every branch in Atlantia, regardless of size, is strongly advised to maintain a warranted Chatelain for their branch to assist in newcomer recruitment, education, acclimatization, and retention. Chatelains are expected to assist the Seneschal regarding the media, promotional demonstrations (demos), and educational programs for new members.

9.2 The Purpose of the Chatelain Office

9.2.1 To act as the newcomer liaison for a branch and ensure that all information that goes out to the public conveys a true, accurate, and unbiased sense of the purpose and intent of the SCA. To ensure that all information is conveyed in a respectful and courteous manner.

9.2.2 To encourage people who show an interest to join the SCA and become involved in their local branch. Furthermore, to help those new members, through education, to assimilate into the SCA and their local branch more easily.

9.2.3 To encourage existing member retention.

9.3 Responsibilities of the Kingdom Chatelain

9.3.1 Read and understand the SCA Organizational Handbook and the Laws and Policies of Atlantia. Maintain a working knowledge of these documents and keep apprised of their changes. Keep local officers notified of relevant changes to their office.

9.3.2 Report to and work closely with the Society Chatelain. Reports to Society Chatelain are due June 1 (1st quarter), September 1 (2nd quarter), December 1 (3rd quarter) and March 1 (4th quarter).

9.3.3 Responsible for collecting quarterly reports from Branch Chatelains across the Kingdom. Sending reminder and submission emails as necessary. Tracking quarterly report submissions and missing reports. Following up with local chatelains as necessary. Report a highlight summary of these Quarterly Reports to the Atlantian Chatelain Google Group to inform the branch Chatelains of what is being done in other branches.

9.3.4 Maintain an up-to-date roster of all warranted Chatelains in Atlantia. Ensure that both local and Kingdom websites reflect the correct information.

9.3.5 Encourage every branch to maintain its own Chatelain (and deputy) for newcomers, Gold Key (loaner garb and equipment), etc.

9.3.6 Communicate with branch Chatelains on a regular basis, ideally, no less than once per quarter and have regular and frequent access to email and internet. Serve as a resource for Branch Chatelains and aid with the smooth running of their office through personal support, ideas, suggestions, and handouts.

9.3.7 Report to Their Majesties; Curia and the Kingdom Seneschal.

9.3.8 Develop materials and officers who will be helpful and welcoming to new members in the Society. Develop programs that will facilitate this on the local level.

9.3.9 Submit letters for publication in the Kingdom's newsletter, the Acorn, to keep the populace apprised of the Office's activities.

9.3.10 Appoint Deputies.

Draft Kingdom Chatelain Policy– Updated 6-5-2024 (cont'd)

9.4 Chatelain Social Media Liaison and Outreach Deputy

- 9.4.1 Be familiar with the SCA Organizational Handbook and the Laws and Policies of Atlantia.
- 9.4.2 Maintain a presence on Kingdom Social Media accounts and create content for Atlantia Instagram, Twitter, FB, YouTube, Tik Tok as needed.
- 9.4.3 Develop a content calendar for the above Social Media sites and work with Kingdom Social Media Deputy as needed in order to create and schedule said content.
- 9.4.4 Work with the Atlantian Web Team to maintain and update the Kingdom Chatelain and Newcomer pages on the Kingdom of Atlantia Website.
- 9.4.5 Assist branch Chatelains in the development of social media content as needed.
- 9.4.6 Any other special assignments/projects relating to newcomer recruitment and member retention as they may arise.

9.5 Chatelain Special Projects & Demos Deputy

- 9.5.1 Be familiar with the SCA Organizational Handbook and the Laws and Policies of Atlantia.
- 9.5.2 Responsible for the creation and maintenance of a demo calendar for the kingdom, providing updated notification to Social Media Liaison and Outreach Deputy. Assist local groups in organizing and recruiting for demos – providing templates for business cards, and handouts, collecting data through Google, Consolidating data, and following up with leads. Best Practices will be collected and shared with other groups.
- 9.5.3 Support local Chatelains and assist with Newcomers Points as needed.
- 9.5.4 Any other special assignments/projects relating to newcomer recruitment and member retention as they may arise.

9.6 Chatelain Training and Education Deputy

- 9.6.1 Be familiar with the SCA Organizational Handbook and the Laws and Policies of Atlantia.
- 9.6.2 Responsible for teaching Chatelain 101 as needed OR a minimum of once quarterly.
- 9.6.3 Responsible for organizing Newcomer and/or Chatelain tracks for Atlantian Universities (held three times a year).
- 9.6.4 Responsible for writing/editing/providing class handouts to local Chatelains to teach at events.
- 9.6.5 Any other special assignments/projects relating to newcomer recruitment and member retention as they may arise.

Draft Kingdom Chatelain Policy– Updated 6-5-2024 (cont'd)

9.7 Emergency Deputy

9.7.1 The Emergency Deputy Kingdom Chatelain is responsible for all duties under 9.3 (Responsibilities of the Kingdom Chatelain) in the event that the Kingdom Chatelain cannot perform their duties. They must be a warranted Chatelain and train with the Kingdom Chatelain for a minimum of six months in order to understand the processes and gain access to all necessary information and platforms.

9.8 Responsibilities of the Local Branch Chatelain

9.8.1 Be familiar with the SCA Organizational Handbook and the Laws and policies of Atlantia.

9.8.2 Chatelains and Deputy Chatelains must be warranted and must have a current paid SCA membership.

9.8.2.1 To obtain a warrant you must first be recommended by your branch for this position using any method which your branch deems appropriate.

9.8.2.2 The prospective Chatelain must complete a warrant request form which can be obtained by visiting the Kingdom Chatelain's web site at <https://atlantia.sca.org/chatelain/chatelain-downloads/> All sections of the form must be completed and approved by our local branch Seneschal and Baronage, if applicable.

9.8.2.3 Upon receipt of your warrant, the Kingdom Chatelain will determine if you are an acceptable candidate for the office. If appropriate, you will be issued a letter or e-mail message confirming your addition to the official warrant roster.

9.8.2.4 All individuals representing themselves as a branch's Chatelain, including any deputies, must go through the warranting process.

9.8.2.5 All individuals must be approved by the Kingdom Chatelain and warranted before any of their information may be published on local branch web pages.

9.8.2.6 Each Chatelain shall be warranted for a term of two years. A Chatelain may request a renewal of office for subsequent two-year terms. There are no term limits on branch Chatelains.

9.8.3 All Chatelains must join the electronic list serve (currently Google) in order to keep up to date with announcements and other Chatelain communications. Branch Chatelains are encouraged to use the electronic list serve as a means to share ideas with other branch Chatelains.

9.8.4 Local branch Chatelain's report to the Kingdom Chatelain.

9.8.5 Quarterly Reports

9.8.5.1 Quarterly reports are required from all local Chatelains, and are due on the following schedule.

- o April 15 (1 st Quarter – January, February, March)
- o July 15 (2 nd Quarter – April, May, June)
- o October 15 (3 rd Quarter – July, August, September)
- o January 15 (4 th Quarter – October, November, December)

9.8.5.2 Submit all reports to the Kingdom Chatelain using the online form found on the Kingdom Chatelain website <https://atlantia.sca.org/chatelain/>

Draft Kingdom Chatelain Policy– Updated 6-5-2024 (cont'd)

9.8.5.3 Reports should be completed in accordance with the report as specified at the Kingdom Chatelain's web page (<http://chatelain.atlantia.sca.org/>). Reports must contain the following information:

- o Legal name, phone number, email address, SCA name, branch name, SCA membership number, membership expiration date, and warrant expiration date.
- o Success and items to share
- o Activities for Participant Recruitment
- o Strategies for Participant Retention
- o Problems for Concerns
- o Plans for next quarter
- o Questions for the Kingdom Chatelain

9.8.5.4 Failure to submit Quarterly Reports will result in withdrawal of warrant.

9.8.6 Help organize and attend programs for recruitment and educational purposes (i.e., demos). Ensure that the branch Seneschal has signed off on the Demo.

9.8.7 Create and provide information about the SCA to prospective members and the public in the form of literature and/pr, personal dialogue, or when necessary, refer them to a more appropriate source.

9.8.8 In order to respond promptly to anyone who shows an interest in the SCA (ie, within forty- eight (48) hours), it is necessary for Chatelains to have frequent and reliable access to email and the internet.

9.8.9 Create, maintain, or otherwise acquire a list of prospective members and interested persons and follow up in a timely manner (ie, forty-eight (48) hours).

9.8.10 Hold new member gatherings to educate newcomers in both SCA and Atlantian customs and assist them, and transitioning members, in becoming comfortable in their new branch.

9.8.11 Maintain a collection of loaner materials (garb, feast gear, etc.) suitable for use by a newcomer at an event. Designate a responsible person to bring the loaner materials to events even if you are unable to attend.

9.9 Removal from Office

The Kingdom Chatelain may withdraw the warrant of a local branch Chatelain if circumstances warrant it. Reasons for removal from office include, but are not limited to:

9.9.1 Failing to maintain membership requirements.

9.9.2 Blatant disregard of Kingdom Law.

9.9.3 Failure to abide by the policies contained in this document, SCA Policy, and the SCA Publications Handbook.

9.9.4 Failure to file quarterly reports.

9.9.5 Failure to respond timely (i.e., within 48 hours) to requests for information.

9.9.6 Failure to be professional and courteous.

9.9.7 Politicizing of the office.

Draft Kingdom Chatelain Policy– Updated 6-5-2024 (cont'd)

9.10 Official Demonstrations

All instructional or promotional demonstrations (demos) conducted in the name of the Society for Creative Anachronism within Atlantia must be sponsored by a recognized Atlantian branch as indicated by the approval of the branch seneschal before making any agreement or contract with an outside entity for such a demo. All demonstrations conducted in the Kingdom of Atlantia must be in compliance with the Society for Creative Anachronism's demo policy (available at <https://www.sca.org/wp-content/uploads/2021/05/DemoPolicy5-2021.pdf> regarding the conduct of any combat or martial activities and requirements for the protection of spectators and particularly minors.