



MANUAL FOR THE OFFICE OF ROLLS AND LISTS

Crown Writ

The old manual is underlying law. The new manual incorporates the old manual, policies, procedures, and rulings of law. It is a workbook on how to initiate the law, and enjoys the status of Crown Writ until such time as the Imperial Estates withdraw the old manual.

FEBRUARY 2003

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Anyone is welcome to point out any error or omission that they may find.

Imperial Minister of Rolls and Lists Rolls@adrianempire.org
Empress empress@adrianempire.org
Emperor emperor@adrianempire.org

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PREFACE

This is the preliminary draft of the Rolls Manual, written by committee in late 2002. It contains the rules, regulations, reporting and recording procedures, forms, points conversions and ministry descriptions for the Office of Rolls and Lists.

Presented in January, 2003, this manual contains no substantial new law, and should be put into use immediately.

I. THE OFFICE OF ROLLS AND LISTS

The primary functions of the Office of Rolls and Lists are to:

- Record and archive the participation and accomplishments of the members of the Adrian Empire
- Assist members of the Adrian Empire in tracking their own participation and accomplishments
- Provide verification and recorded information to other ministries and members as needed

The participation and accomplishments tracked by the Office of Rolls and Lists shall include:

- Points earned through Adrian activity, or approved conversions of points earned elsewhere
- Knightly rank (and dates earned)
- Precedence-bearing titles, ranks, awards, and orders
- Non-precedence-bearing titles, ranks, awards, and orders as listed in the Bylaws, and Estates Writ 18.

II. SOURCES OF INFORMATION

If it isn't written down, it didn't happen. There are various sources from which the Rolls office get their information. All sources should be considered in their proper perspective.

A. Why the Forms are Necessary

Procedure is often determined by completely mundane considerations. The reason we need the sign-in sheets is because without them there is no documentation for the purposes of the federal government (IRS) or our insurance company as to member attendance and participation at our events. This is important to verify any tax write-offs a member (volunteer) may have claimed on their taxes; and also to provide for any insurance claims submitted in association with said events.

The default is that if you aren't on the sign-in list, you weren't there. At that point you have to trot out witnesses willing to travel to your mundane judicial proceedings and willing to testify on your behalf. We, the Imperial government, are the ones legally charged with the maintenance of said records. If we were a non-profit with paid staff (that we could fire for incompetence), then we probably could maintain archival records scattered "hither and yon" with some confidence. We are not. Since we rely totally on volunteers, we cannot count on individuals to bear the total burden of maintaining our records.

B. Precedence

[Event forms](#) shall take first precedence as a source of information. These forms are signed by the actual participants, and verified by the autocrats, ministers, Crowns and ruling nobles.

[Report forms](#) shall take second precedence. They are a valuable source of information, but are second-hand reporting, with no validation of activities, member status, etc.

[Member-provided information](#) shall be taken into consideration, but only after other sources of information have been used. This type of information is used mainly when the primary records of an event have been lost.

C. Event Forms

These are the first and most important source of information. They are the actual forms that are used at events, tournaments and wars. These forms take precedence over all other sources of information.

Every event requires sign-in forms. All forms are to be provided to the subdivision's Minister of Rolls, even if the Minister of Rolls is not present at the event (cantons, demonstrations, etc.).

1. Event Participation Form

This is an overall sign-in form in which **all** attendees are recorded. use this form for any sanctioned event: tournament, war, demo, etc.

Historically, these forms were used as the primary source of information for an event, with the list sign-in forms, and list trees as back-up information. This is not a wise practice: it does not account for people who intend to participate in a given activity, but later withdraw from participation.

2. Combat Sign-in Form

Used by the combatants to sign-in, and by the list keeper to record the winners and marshals.

Combat List Trees

Used by the list keeper as a working tool for running many types of lists. This is back-up information for the Combat Sign-in Form, and verifies the winners.

3. Arts and Sciences Sign-in Form

Used by the artisans to sign in, and by the Minister of Arts and Sciences to record scores, winners, and other information about the tournament.

4. Archery Sign-in Form

Used by the archers to sign in, and by the Minister of Archery to record scores, winners, and other information about the tournament.

Archery List Trees

Used by the list keeper as a working tool for running many types of lists. This is back-up information for the Archery Sign-in Form and verifies the winners.

5. Ministry Participation Form

Much of the ministry participation is recorded on the sign-in forms (arts judges, etc.). Those not included on such a form should be recorded by the Crown or Ruling Noble (marshals, water-bearers, etc.). The Crown should have the appropriate ministers verify and complete this list.

D. Estates and Ministers Reports

These are the second-most important source of information. They are the reports filed by the ministers and estates holders. These reports are used as back-up for event forms, and can help to fill in holes in the records, especially if they contain information from other chartered subdivisions. If there are Event Forms, they take precedence over these sources of information.

1. Estates Reports

Not all subdivisions require this report, though it does contain valuable reference information. If required, these reports are filed monthly by the estates (households, baronies, counties, marches), and include participation and advancement information on each member of the estate.

2. Herald's Reports

At every court, the herald makes announcements, which include the list-winners of the day. These announcements are recorded and provided to the Rolls Office in a Herald's Report (also referred to as an Honors Report).

3. Newsletters

Many subdivisions have a local newsletter in which information (tourney results, knightly and courtly advancement, etc.) is published. The Adrian Herald records Imperial-level advancements.

E. Member-Provided Information

These sources of information are perfectly valid, but should be used as a last resort. They are intended to help fill in holes that may exist in Rolls records. If Rolls records exist for the events stated, then the Rolls records take precedence over these sources of information.

1. Arts and Sciences Score Sheets

Every time an arts entry is judged, the comments and scores are recorded. At the end of the judging process, these score sheets (also known as comment cards) are provided to the artisan. These may be used as proof of participation in an arts tournament.

2. The Word of Two Knights

This is a method of verification that was born of shoddy record-keeping in the far-gone annals of history. In order to fill in holes in the records, the word of two knights was deemed sufficiently accurate. In today's world, the word of two knights is equally as acceptable, but is intended as a starting point for the Minister of Rolls.

The word of two knights will attest that a person was at an event. It does not answer other questions about the participation; Was it a sanctioned event? Was the person a member of Adria at the time? Did the person pay their site fees?

III. REPORTS

If it isn't reported, it isn't recorded. The local Minister of Rolls shall receive all the event forms and other event documentation after each event. They shall record the activity, and forward that information to the Imperial Office of Rolls and Lists. The Imperial Office shall record the activity at Imperial events. These reports shall be published and available to the populace.

A. Reports to the Imperial Office of Rolls and Lists

The local Minister of Rolls shall provide a written report of all participation and accomplishments of the members who have participated in their subdivision. This report must be provided to the Imperial Office of Rolls and Lists no later than the 15th of the month for the previous month's activity.

1. Format

The monthly report to the Imperial Office of Rolls and Lists must be in the standard spreadsheet format. See [Forms: Summary Reports](#). There are no exceptions to this, even if the subdivision elects to record their local information in a different format (database, etc.)

2. “Monthly” Points

The ministers and estates-holders are entitled to earn a ministry point for their efforts. This is one point, to be awarded monthly. It is subject to the one-point-per-month rule. If a Crown does not award the minister or estate-holder this monthly point, the reason must be noted in the records.

See [Forms: Ministry Participation](#) and [Points: One Per Month](#).

3. Hard Copies

The monthly report is a recap of the event forms and other written records.

These forms and written records **must** be archived with the Imperial Office of Rolls and Lists. The subdivisions are encouraged to keep copies of these records, but the information must be forwarded to the Imperial Office of Rolls and Lists:

- Packaged and mailed on a quarterly basis
- Carried to the Imperial Estates Meetings with the Crown

The originals may be kept at the subdivision level. Acceptable copies to be forwarded to the Imperial Office are either high-quality facsimiles, or high-quality digital scans.

4. On-Line Reporting

The subdivision ministers shall provide their reports (spreadsheet format) to the Deputy Imperial ministers. The Deputy Imperial ministers review these reports, and integrate them into the Imperial web site.

There shall be a system of viewing the information contained on the Imperial web site. The instructions for this shall be provided on the web site.

B. Reports to the Crown

Points are awarded at the discretion of the Crown. So any points recorded must be presented to the Crown for final approval before forwarding to the Imperial Office of Rolls. This is especially important for the monthly ministry points, and any demo initiation points. (The Crown has the sole right to award DI points for autocrats, and teachers.)

C. Reports to Other Offices

There are three offices that must regularly coordinate their information if Adria is to function smoothly. How these offices coordinate their information is left to the local subdivision and Crown, just as long as it gets done.

- **Office of Rolls and Lists** – Participation and accomplishments affect the standing of the estates
- **Steward’s Office** – Payment of dues, and site fees, affect the standing of the estates, and the recording of participation
- **Chancellor’s Office** – Judicial proceedings affect the participation of members, and the standing of estates affect the monthly ministry points awarded to estates holders.

D. Imperial Reports

The Imperial Minister of Rolls is responsible for reporting on:

- All activity at Imperial events
- Monthly points for Imperial Ministers
- Monthly points for Crowns
- Imperially-approved DIs for Crowns

E. Suggestions

- Have one night a month in which the Crown, the Minister of Rolls, the Chancellor, and the Steward gather to record and share their information. This practice allows the offices to coordinate their information, and allows the Crown to give a final seal of approval for the information being recorded. *Points are awarded at the discretion of the Crown.* Immediately after this meeting, the reports are e-mailed to the appropriate Imperial Offices.
- Print the form on NCR duplicate or triplicate pressure-sensitive paper. This eliminates the need to copy the forms.

F. Non-Reporting

The failure of a Minister of Rolls to do their job impacts every member of the subdivision for years after the Minister leaves the office. It is for that reason that these penalties exist. Note that there may be extenuating circumstances for non-reporting. The Imperial Office will always take this into consideration, as long as the ministers have communicated their difficulties at the time.

Failure to file their monthly report shall result in:

- No ministry point for the Minister of Rolls awarded for the month
- Notice given to the Crown

Failure to file their monthly report for three (3) months in one (1) year shall result in:

- No ministry point for the Minister of Rolls for the months affected
- Automatic removal from office
- Notice given to the Crown

Failure to provide archive copies as required shall result in:

- No ministry point for the Minister of Rolls for the months affected
- No ministry point for the Crown for the months affected

IV. AUDITS

A member may not advance in knightly rank without the Office of Rolls and Lists confirming their qualifications (regarding participation points, etc.). The entire process of confirmation is often called a points audit.

The member tracks their own points, recording their participation and milestones. When the member wishes to advance in rank, and believes they have accumulated enough points to do so, they shall request an audit of their points. This is a review of the points to determine if they have, indeed, met the minimum requirements for the advancement. The Minister of Rolls must confirm that the points provided by the member matches the records in the Office of Rolls. Once the Minister of Rolls concurs with the accuracy of the information, they provide formal confirmation to the member.

While there is no restriction on how often a member may request an audit, the Minister of Rolls may refuse those requests which they feel are excessive. The member has the right to appeal. See [Audits: Conflicts](#).

A. Cooperative Effort

An audit is not created in a vacuum. The Minister of Rolls is not expected to create a complete and perfect record for a member without the assistance of the member. There may be errors or holes in the records, requiring a cooperative effort to verify.

A member who does not cooperate in the audit will not receive an audit.

B. Responsibilities of the Member

1. Track their participation and milestones. See [Forms: Steps to Knighthood](#).
2. Request an audit:
 - Officially request an audit (e-mail or other written format). An offhand request shouted across the parking lot after an event is not an official request.
 - Provide the Minister of Rolls with any information that is useful for confirming the points, including persona names, maiden name, when they joined Adria, etc.
 - Provide the Minister of Rolls with a recap of their points as they believe them to be. See *Forms: Steps to Knighthood*.
3. Participate in the audit, providing information as requested by the Minister of Rolls.

C. Responsibilities of the Minister of Rolls

1. Respond to an audit request in a timely manner (within 30 days of official request).
2. Confirm the information provided by the member:
 - Work with Crowns, and Ministers of Rolls of other subdivisions to help confirm information as needed.
 - Work with the member to eliminate discrepancies
 - Include in the audit any recorded points the member may not have in his records.
 - Explain to the member when a point must be excluded.
3. Provide the member with a written confirmation of the outcome of the audit.

D. Conflicts

Disagreements about the records should first be worked out between the member and the Minister of Rolls. If that is not possible, then the member, or the Minister of Rolls may appeal to the Imperial Office of Rolls and Lists for a clarification or decision. Both the member and the local Minister of Rolls shall be expected to cooperate fully in the appeal process, providing as much information as possible to help document their point of view.

The chain of appeal shall be:

1. **The Imperial Office of Rolls and Lists** - The Imperial Minister of Rolls shall be the primary arbiter of such disputes.
2. **Kingdom Civil Court** - See [Bylaws Article XI.A. Civil Courts](#).
3. **Imperial Civil Court** - See [Bylaws Article XI.A. Civil Courts](#).
4. **Imperial Crown.**
5. **Imperial Estates General** - Requires 60-day notice to the Imperial Chancellor to be placed on the agenda for the next regular Imperial Estates Meeting.

E. Corrections

A completed audit (confirmed and signed off by the Minister of Rolls) does not mean that corrections to errors cannot be made. If information comes to light that points were (or were not) awarded in error, the Minister of Rolls can authorize a change to the records. The member has the same rights to appeal as during the original audit. See [Audits: Conflicts](#).

Note: Changes to the rules are not retroactive. A Rolls Minister may not “go backwards” and change points awarded under different rules, or different interpretations of the rules. See [Appendix C: Policy Changes](#).

V. POINTS

A. Official Events

Points may only be earned at events that are in compliance with [Bylaws Article V.A. Notice](#). Events must be:

- Held in a medieval context, setting and style
- Held for the purpose of education, recreation and/or competition
- Sanctioned by the Crown
- Sponsored by a subdivision
- Announced thirty (30) days in advance to the membership through official channels (announced in Court, or in an official newsletter)
- Presided over by the Crown or a Ruling Noble
- Attended by the ministers (or their deputies) responsible for the type of activities undertaken

Exceptions to the rule

30-day notice is waived or revoked – See [Bylaws Article V.A. Notice](#). The Crown (or the Estates), for just and stated cause, may waive or revoke notice. Revocation must be in writing.

Civil Wars - See [Bylaws Article XV.B.1. Notice](#). Civil Wars require that the war be held within 30 days of the issuance of the challenge.

Acts of God – See [Bylaws Article XVIII. Conduct of Target Archery](#) (which applies to all events by extension and in policy). Official events that cannot be held because of weather, Acts of God, etc., may be rescheduled. The points earned at those make-up events are applied to the month they were originally scheduled.

B. Tournaments and Wars

These two types of events provide opportunities to advance in all four disciplines. For specific points information, see [Points: Disciplines](#).

- The person in charge of administrating a tournament or war is eligible for a DI.
- If there are members in a secondary role (sub-autocrat), they **may** be eligible for a DI. This is awarded at the discretion of the Crown, and is awarded only if the person's efforts were essential to the running of the event.
- Imperial Crown or Civil Wars, and Imperial Tournaments are exempt from the one-point-per-month rule. Points earned at these events may be counted as a second point in a month, if such has been earned.

1. Tournaments

- Tournament participation shall counts as EPs in the disciplines in which they are earned. No WPs shall be awarded at a tournament.
- The Crown is not eligible to receive a DI for regular Crown tournaments. These events are administered mainly by the ministers. If the Crown is conducting a special Crown tournament, they may be eligible for a DI. In such a case, the Imperial Crown awards the DI.

2. Wars

- War participation shall count as WPs in the disciplines in which they are earned. No EPs shall be awarded at a war.
- An arts entry that earns a TW, MW or MP at a war can count toward knighthood.

3. Exception

- If a tournament is held in conjunction with a war, the arts entries are automatically counted as participating in both events. They do not have to be judged separately to count for both types of events. This is the only time a WP and an EP shall be counted for a single participation.

C. Demonstrations

Demonstrations (demos) are broad-based, general demonstrations of medieval or renaissance culture. They have a wider audience than a class (for example, demonstrations at schools, faires, libraries, and so on).

Demos must meet all the requirements for an official event, plus:

- There must be at least ten (10) different attendees (not including the autocrats)
- Attendees need not be members of Adria

Notes on Recording Points

- Demonstrating or discussing the techniques, materials or equipment of a particular subject counts as a DP in that discipline (for instance, showing how spinning was done counts as an arts DP; talking about archery counts as an archery DP)
- Setting up, tearing down, or helping to manage the demonstration counts as a ministry DP

D. Classes

A class is different from a demonstration in that it is much more focused in its subject matter.

Classes, also called collegia, or symposiums, must meet all the requirements for an official event, plus:

- A syllabus must be turned in to the Crown in order to receive Crown approval for the class
- A class must be at least twenty (20) minutes long, with at least ten (10) minutes for questions and answers for a total of at least thirty (30) minutes.
- If the class warrants it, costume requirements may be waived by the Crown
- Attendees need not be members of Adria
- Reference [*Estates Writ 8*](#) for more information on these requirements

Notes on Recording Points

- Classes earn demonstration points. All those who attend, and sign in, shall receive a DP. The DP shall count in the disciplines in which the class was focused. If more than one discipline is addressed, it may count in more than one discipline. For instance, if a class is taught on how to fight a particular style of combat, it counts as a combat DP, while a class taught on how to construct and fit period helms, may count as both a combat DP and an arts DP.
- Topics that pertain to Adria as a whole (such as chivalry, court etiquette, or persona development) will count as a ministry DP.
- The teacher shall **not** count as one of the attendees and does not count toward the minimum of ten (10).
- For a DI, the class must have at least ten (10) separate attendees who have signed in (not including teachers). If there are not ten (10) attendees, the teacher may conduct the class again, with a cumulative attendance (counts as only one class).
- There can be more than one teacher for a class, if approved by the Crown.
- A member may not teach the same class more than once per year (unless it is a cumulative class).
- Members may attend classes as often as the class is taught, and shall receive DPs for doing so. In a cumulative class, they only count toward the minimum of ten (10) attendees once.

E. Disciplines

Points may be earned in each of the four knightly disciplines: archery, arts, combat, and ministry. Each point is recorded in the discipline in which it was earned (for instance, participation in a combat tournament shall count as a combat EP).

1. Archery

- **Tournament** – All archers entered on the list (any size list) receive an EP.
- **Tournament Win** – If the list has at least 4 archers, a TW is awarded according to the rules of the list.
- **War** – Target archery offered for wars counts as an archery WP. Combat archery at war counts as a combat WP.

2. Arts

- **Tournament** – An arts entry scoring high enough for a participation receives an EP.
- **Tournament Win** – An arts entry scoring high enough to garner a TW also receives an EP.
- **Masterwork** – An arts entry that garners a MW also receives a TW, and an EP.
- **Masterpiece** – An arts entry that garners a MP also receives an MW, a TW, and an EP.
- **War** – Arts entries at wars receive an arts WP, not an EP (but may receive TW, MW or MP if awarded) *Note: if a tournament is also held at the same time as the war, the arts entry may also receive an EP. See [Section V.B.2](#).*

3. Combat

- **Tournament** – All combatants entered on the list (any size list) receive an EP.
- **Tournament Win** – If the list has at least 4 combatants, a TW is awarded according to the rules of the list.
- **War** – Combatants who participate in a war scenario receive a WP.
- **Archery** – Combat archery counts as a combat WP.

4. Ministry

- **War** - Participation in the administration of a war counts as a WP.
- **Official Events** - Participation in the administration of all official events (other than war) counts as an EP.
- **Ministry Offices** – Members who hold an office may receive an EP whether or not they attend any events during the month. As with all points awards, this is at the discretion of the Crown.

5. Special Circumstances

If there are not enough people to fill a list (combat or archery), it is called a short list. There are several ways in which a short list may be handled:

- The participant may “bump up” to a higher list (if they have been authorized for that list), and the short list is cancelled. If the participant bumps up, their points are recorded on the higher list. If the participant does not bump up, they receive an EP on the lower list.
- The list may be cancelled. If this happens, everyone who signed up for the short list receive EPs.
- If the combat list is only one person short, a participant from a higher list may “bump down” in order to fight a destructive by (*see [Marshal's Manual](#)*). If this happens, the person bumping down is not eligible to win the tournament. (In a destructive by, if the person on the list wins, they move to the next round, and if the person who is providing the stand-by wins, the person on the list is eliminated.)

Points earned on a higher list (Knight, or Huntsman) may be used to “fill in” blanks on the corresponding lower lists (Journeyman, Sergeant, or Bowman).

F. No Points

Points will not be awarded if:

- The Crown does not concur with the point
- It was earned at an unofficial event. (This includes fighter practices, ladies' solars, informal meetings (minister's meetings, committees, etc.).)
- The member does not sign in at the event, and pay the site fee (if any).
- The person is not a paid member of Adria (includes expired members only after the 30-day grace period has elapsed).
- The person was removed from the event for just cause.
- A person who was not physically in attendance at the event (unless the Crown has waived this requirement for ministers or estates-holders who otherwise performed their monthly duties).

G. One Point Per Month

A member may only apply one point per month toward advancement in rank. In any one month, a member may participate in as many events and activities as they wish. During that month, they may only apply one point of a given type toward advancement. It is the member's choice which of their multiple wins (or multiple participations, etc.) they wish to apply.

1. An example

A member participates in archery tournaments at two different events in the month, winning one, but not the other. That member may apply the tournament win toward knighthood, but only one of the participations.

2. Exceptions to the Rule

Demonstration participation and initiation points - *See Glossary.* Adria is an educational organization, and participation in demonstrations is encouraged. The Minister of Rolls shall apply as many points of this type in a month as the member has earned.

Participation in Imperial Tournaments and Imperial Crown/Civil Wars - *See Bylaws, Article V.E. Member Participation.* For these events only, a member may earn a second point in a month that may be applied toward advancement in rank.

H. Members Leaving Adria

A member may leave Adria in three (3) ways:

- Their membership may expire, and not be renewed
- They may quit
- Their membership may be revoked

It does not matter to the Office of Rolls. Their records are archived for a period of three years (longer than that is subject to space considerations).

If a member quits, a note is placed in their record as to the conditions of their leaving, and those conditions are complied with. For instance, if they say, in writing, that they quit and want to release their retirement titles and awards, the Office of Rolls will note that. Should the member return, and request reinstatement of those released titles and awards, the request will be denied. (The member should think very hard before making these kinds of statements - there is no going back.)

Membership revocations are very rare. They require action by the Board of Directors, and/or the judicial system, and will include specific instructions on how the revocation shall be handled. The Office of Rolls and Lists shall take these instructions into account, and note those conditions in the member's records.

I. **Members Returning to Adria**

A member who has left Adria for more than 30 days loses all ranks, titles, and awards. This includes members who have quit, and members whose memberships have lapsed beyond the 30-day grace period. The Office of Rolls and Lists will maintain their records for 3 years (longer than that is subject to space considerations).

Should the member return, they must petition the Imperial Crown for reinstatement of the lost ranks, titles and awards:

- Status as a landed estate-holder is lost to the member. To head an estate requires continuous membership for most estates. Once they meet the continuous-membership requirement, the estate may restore them if the estate so chooses.
- Unless there is a judicial restriction or ban, rank is restored (the points are, after all, on record), as are titles and awards.
- Registered arms are reinstated (this does not affect the Office of Rolls).

1. **Standard Reinstatement**

The standard reinstatement reads:

“We understand that the lapse was not due to any prohibition, restriction or ban. Our word is based on this information. Your membership will show a lapse, which will prevent you (for a time) from running for or holding an office that requires a continuous membership. Beyond that, We shall consider your rank, titles, awards, arms, etc. to be restored, subject to the same conditions, restrictions, etc. (if any) as when your membership expired.” *Signed by the Imperial Crown, copied to the local Crown and pertinent ministers: Chancellor, Rolls, Steward.*

2. **Backdating Dues**

Points are not earned by non-members.

Imperial policy states that a member may backdate his dues to cover a lapse in membership. If a member lapses, participation does not count. Backdating dues will **not** allow these points to be recorded.

The Bylaws state that payment of dues may be required for points conversions from other organizations. Membership status is not relevant to the Office of Rolls - those points are recorded as approved by the Imperial Crown.

VI. POINTS CONVERSIONS

A. For Ministry Service

The bylaws allow for the conversion of Imperial ministry service to DIs. See [Bylaws: Imperial Estates Writ 6](#). Two months of service may be substituted for one DI.

1. Procedure

The member will:

- Prepare a recap page that will go along with your request. Include what points are being requested, and the dates those points were earned.
- Request in writing from the Imperial Crown a points conversion (include recap).

The Imperial Crown will:

- Review the request and determine what points will be converted (confer with the Imperial Crown sitting at the time of service if necessary).
- When a decision is made, send the information to the member, the local Crown, the local Rolls Minister.

The Minister of Rolls will apply the points as directed by the Imperial Crown.

2. Restrictions

- The substituted points will not be recorded until the Imperial Crown has approved the substitution.
- This policy is not retroactive and may not be applied for any service prior to April, 2001.
- Only Imperial ministry service is eligible - this policy does not include Crowns (Imperial, Royal, Archducal or Ducal), or subdivision ministers.

B. From Other Organizations

The Bylaws allow for the Imperial Crown to “develop systems of conversion such that members who have participated in activities analogous to activities in the Adrian Empire.” See [Bylaws Article IX.C. Ranks](#). **ONLY the Imperial Crown may approve these conversions.**

1. Procedure

The member will:

- Get the back-up information and confirmations from the original organization (SCA, ECS, HMR, etc.) to establish their claim. This should be from officers and former officers from that group (e-mails are acceptable).
- Prepare a recap page that will go along with your request. Include what points are being requested, and the dates those points were earned (if at all possible).
- Request in writing from the Imperial Crown a points conversion. Include the confirmations from the other group, and the recap.

The Imperial Crown will:

- Review the request and determine what points can be credited, and if the member is eligible for any knighthoods based on the conversion.
- If further clarification or documentation is needed, contact the local Crown and the member with instructions about what is needed.
- When sufficient information is submitted and a final determination of points is reached, send the information to the member, the local Crown, the local Rolls Minister.

The Minister of Rolls will:

- Apply the points, and advancements as directed by the Imperial Crown.
- Double check that converted points do not violate the one-point-per-month rule (if so, notify the member, the Imperial Crown, and note it in the records).
- Keep a copy of the information (request, back-up information, and Imperial Crown approval) in the Rolls records for future reference.

2. Restrictions

- The member is still subject to the one-point-per-month rule, and any conversions shall not overlap with points already awarded for a month.
- The converted points will not be recorded until the Imperial Crown has approved the conversion.

C. Renaissance Military Society (RMS)

The Renaissance Military Society (RMS) tracks points exactly the same way as Adria. Because they are completely analogous to Adria, the points are converted one for one.

D. Society for Creative Anachronisms (SCA)

The Society for Creative Anachronisms (SCA) does not track points the same way as Adria. For instance, they do not usually keep track of tournament wins. Because of this, most of the milestones cannot be documented, and only participation can be easily converted. What **can** be documented is eligible for conversion. The system of conversion, and documentation sections below were originally an Imperial Writ from TIMs Elisabeth Grey and Erick the Aweful, dated April 21, 2001.

1. System for the Conversion of SCA Participations

Pursuant to the above By-law [*Article IX.C. Ranks*] the Imperial Crown here by adopts the following conversion system to accommodate members coming into the Empire from the SCA.

Knights, Masters Members of the Order of the Laurel, and Masters Members of the Order of the Pelican, and Members of the Orders of the Chivalry, including both Knights and Masters of Arms. May be elevated to Adrian Knighthood upon completion of their milestones (wins, DPs, WPs, and DIs). Upon completion of the milestones, participations in their track (archery, arts, combat, ministry) may be waived up to as many months as they have been subjects of the Laurel Kingdoms.

SCA members below peerage level requesting credit for experience will have to be dealt with on a case by case basis taking into consideration sub-peerage awards to determine if and the number of participation points that should be granted.

2. Documentation and Determination

Request for the granting of credit for participation points will be made in writing to the Crown or Chancellor of the Imperium and the Sovereign of Arms will check the SCA order of precedence. The Imperium may impanel a special Court to deal with these matters if need be. The court may conduct their business over e-mail or phone if they deem it expeditious. The member will submit documents affidavits and affirmations from Officers and former Officers of the SCA to establish their claim for any points to be credited. The panel or the Imperial Crown will determine what participation credits are to be granted toward Knighthood in the Adrian Empire, and any Knighthood that the member is eligible for. The Imperial Crown will approve the findings if the Crown is in agreement, or reject the findings and send them back for more work (such as better documentation clarification etc.) This determination will be made only on the merits of the documents.

The points become effective upon concurrence of the Imperial Crown. The points will be forwarded to the local rolls officer for recording, and to the Imperial Minister of Rolls .

E. Empire of Chivalry and Steel (ECS)

The Empire of Chivalry and Steel (ECS) has a system of points that is close to Adria's. In the ECS system, though, the points are weighted (in Adria, activity is a point, and a point is a point is a point). There is a mathematical formula that is used for the points conversion.

There is also a rank conversion policy in place for the ECS. Note that conversion of rank does not necessarily follow point conversion. If the rank conversion allows for a certain rank, and there are points lacking to justify that rank, then the member must earn those "missing" points before advancing to the next higher rank.

1. ECS Conversion in General

The ECS conversion formula was adopted as a writ (having been approved by the Adrian Senate in July 1998) in February 1999. The full text of this writ (including examples) is contained as *ECS-conversion.pdf* in the Imperial Archives (<http://www.adrianempire.org/library.html>).

This section is provided for reference only. Only the Imperial Crown may approve points conversions. Local Ministers of Rolls may use this formula to calculate the conversion as a reference only. When submitting a conversion request for ECS participation (where this formula has been used), the member must provide all the back-up information, not just the calculation based on this formula.

2. Archery

a. Points

There is currently no points conversion for archery.

b. Rank

There is currently no rank conversion for archery.

3. Arts

a. Points

25% of the points are allocated to DPs and are divided by fifteen (15), rounding down, to yield the number of DPs. 75% of the points are allocated to EPs and are divided by fifteen (15), rounding up, to yield the number of EPs.

The number of EPs may not exceed the number of months the crossover has been a member of the ECS. Any excess EPs become DPs.

For every twenty (20) war points:

- Add an additional month of membership for the purpose of this conversion, equivalent to participation in Imperial Crown/Civil Wars. This is limited to one "bonus month" per three actual months in the ECS, rounded down.
- Add one WP without limitation as to months of membership, equivalent to participation in wars which are not Imperial Crown/Civil Wars. (Divide the number of war points by 20 and round down to yield WPs.)

Masterworks convert one to one.

Tournament Wins are calculated by dividing the total number of points by 125.

b. Rank

ECS Apprentice - Adria Apprentice

Journeyman - Journeyman

Craftsman – Master

Master – Master

Knight Artisan – Knight Robe

Knight Master – As per points conversion

Knight Doctor – As per points conversion

4. Combat**a. Points**

25% of the points are allocated to DPs and are divided by fifteen (15), rounding down, to yield the number of DPs. 75% of the points are allocated to EPs and are divided by fifteen (15), rounding up, to yield the number of EPs.

The number of EPs may not exceed the number of months the crossover has been a member of the ECS. Any excess EPs become DPs.

For every twenty (20) war points:

- Add an additional month of membership for the purpose of this conversion, equivalent to participation in Imperial Crown/Civil Wars. This is limited to one "bonus month" per three actual months in the ECS, rounded down.
- Add one WP without limitation as to months of membership, equivalent to participation in wars which are not Imperial Crown/Civil Wars. (Divide the number of war points by 20 and round down to yield WPs.)

b. Rank

ECS Yeoman - Has no rank in Adria until qualified for the Sergeant's list

Man at Arms - Shinai-qualified Yeoman (and may qualify for Schlager)

Guardsmen – Guardsman

Sergeant – Sergeant

Knight Bachelor – Knight Bachelor

Knight Bannerette – As per points conversion (waiving requirement for armored wins)

Knight Champion – As per points conversion (waiving requirement for armored wins)

5. Ministry**a. Points Conversion**

To determine EPs, divide the total ministry points by twenty (20). The number of EPs may not exceed the number of months the crossover has been a member of the ECS.

To determine DIs:

- Convert ministry projects one for one, and
- Divide the number of ministry points by 170

To determine DPs:

- One (1) DP if the ministry points total between 50 and 124
- Two (2) DPs if the ministry points total at least 125

For every twenty (20) war points:

- Add an additional month of membership for the purpose of this conversion, equivalent to participation in Imperial Crown/Civil Wars. This is limited to one "bonus month" per three actual months in the ECS, rounded down.
- Add one WP without limitation as to months of membership, equivalent to participation in wars which are not Imperial Crown/Civil Wars. (Divide the number of war points by 20 and round down to yield WPs.)

b. Rank Conversion

ECS Clarke – Adria Clarke

Rector – Rector (as long as the person was an ECS member for at least 3 months)

Officer – Chamberlain

Chamberlain – Chamberlain

Knight Minister – Knight Minister

Knight Civil – As per points conversion (waiving the requirement for armored wins)

Knight Premiere – As per points conversion (waiving requirement for armored wins)

6. Title Conversion

ECS Earl/Comtessa (awarded to retiring Imperial, Royal Crown) – Adrian Count/Countess Royal

Earl/Comtessa (awarded to retiring Ducal Crown) – Baron/Baroness of the Court

Viscount/Viscountess (awarded to King/Queen, Prince/Princess, Duke/Duchess, Count/Countess) – Count/Countess Royal

Viscount/Viscountess (awarded for anything else) – Baron/Baroness of the Court

Court Baron/Baroness – Baron/Baroness of the Court

Court Lord/Lady – Lord/Lady of the Court

7. Honors, Orders, Awards

These do not convert to Adria.

F. Historical Medieval Re-enactment (HMR)

In Process

APPENDIX A. MINISTERS

A. Minister of Rolls and Lists (Imperial)

1. Advise the Imperial Crown (or other members of the Empire), as requested, concerning:
 - The accomplishments of members of the Adrian Empire
 - Policies and procedures for the Office
2. Oversee and manage the Imperial Office of Rolls and Lists:
 - Serve as team leader to the members of the Office (ministers and deputies, both Imperial and subdivision levels)
 - Supervise Imperial Deputies in their duties
 - Maintain (and update) the Manual of Rolls as needed
 - Cause to be published any new policies or procedures for the Office
 - Coordinate the training of ministers and deputies (to include the scheduling and facilitating of training opportunities)
 - Ensuring that a Minister of Rolls shall be present at all Imperial Events (who shall oversee sign-ins, supervise the List Keepers, and provide all documentation and reports to the Imperial Office immediately after the event).
3. Serve as the primary arbiter in matters of conflict over points or advancements of members of the Adrian Empire.
4. On a monthly basis:
 - Oversee the updating of the Imperial rolls (including on-line records, if any)
 - Report to the Imperial Crown regarding the Office
5. On a quarterly basis:
 - Cause to be published a list of Imperial advancements for members of the Empire
6. On a yearly basis:
 - Cause to be published a complete, updated list of standings for the Empire (also called a Domesday Book)
 - Master archive the subdivision reports and records (hard copy)

B. Deputy Minister of Rolls and Lists (Imperial)

1. Advise the Imperial Minister (or other members of the Empire as requested) concerning:
 - The accomplishments of members of the Adrian Empire
 - Conflicts over points or advancements of the members of the Adrian Empire
2. Assist in the management of the Imperial Office of Rolls and Lists:
 - Serve as assistant team leader to the subdivision ministers
 - Supervise subdivision ministers in their duties
 - Oversee the training of ministers and deputies
3. On a monthly basis:
 - Update the Imperial rolls, including on-line records, if any
 - Report to the Imperial Minister regarding the Office (*see [Reports](#)*)
4. On a quarterly basis:
 - Archive subdivision reports and records (hard copy)
5. On a yearly basis:
 - Provide the rolls archives to the Imperial Minister for master archiving

C. Minister of Rolls and Lists (Chartered Subdivisions)

1. Advise the subdivision Crown (or other members of the Empire), as requested, concerning:
 - The accomplishments of members of the Adrian Empire
 - Policies and procedures for the Office (as directed by the Imperial Minister of Rolls)
2. Assist members with audits of accomplishments (*see [Audits](#)*).
3. Provide as requested by the Crown or Chancellor:
 - Activity standings for estates-holders
 - Advancements that would affect the subdivision's Estates
4. At every sanctioned event:
 - Ensure that a subdivision minister or deputy shall be present to oversee and collect rolls-keeping records (including sign-in sheets, list trees, etc.)
 - Oversee the List Keepers and assist when needed
5. On a monthly basis:
 - Update the subdivision rolls (including on-line records, if any)
 - Report to the Imperial Deputy Minister (*see [Reports](#)*)
 - Cause to be published a list of subdivision advancements for members of the chartered subdivision
6. On a quarterly basis:
 - Provide to the Imperial Deputy all subdivision reports and records (hard copy)
7. On a yearly basis:
 - Provide all materials to the incoming minister of rolls
 - Ensure that the incoming minister of rolls is trained in the policies, procedures and any software programs for the Office

D. Deputy Minister of Rolls and Lists (Chartered Subdivisions)

Where there is no deputy, the duties and responsibilities shall fall to the subdivision minister.

- Assist the minister in performance of the duties of the office.
- Serve as List Keepers at sanctioned tournaments and wars.
- Supervise the sign-in procedures at sanctioned events.

APPENDIX B. DOMESDAY BOOK

The Imperial Domesday Book consists of a listing of the members of Adria, separated into two (2) sections:

- **Honors** (which includes ranks, titles, awards, and orders as specified in the [Bylaws](#) and [Estates Writ 18](#)), with the exception of estates holdings, which are not tracked by the Office of Rolls and Lists
- **Points** (which includes the sum totals of the points earned by the member in each disciplines)

This Domesday Book shall be published annually and available to the populace, preferably online.

A. Section One: Honors

Section One consists of the following information:

- Legal name
- Awards, ranks, and titles (as listed in the [Bylaws](#) and [Estates Writ 18](#), but not estates holdings), including the date awarded, if known:
 - Prince (or Princess)
 - Count Royal (or Countess Royal)
 - Knight
 - Third-level (Champion, Doctor, Premier, Warden)
 - Second-level (Banneret, Master, Civil, Forester)
 - First-level (Bachelor, Robe, Minister, Hunstman)
 - Viscount (or Viscountess)
 - Lord (or Lady) of the Court (or Empire)
 - Baron (or Baroness) of the Court (or Empire)
 - Founding Viscount (or Viscountess)
 - Companion in the Imperial Orders of:

<ul style="list-style-type: none"> • The Fleur-di-Lis • Saint Joan • Comet • Nebula • Lion • Harp • Quill • Talbot 	<ul style="list-style-type: none"> • The Table Round • Royal Star • Crown Companion • Queen's Guard • Crown Guard
--	--

B. Section Two: Points

Section Two consists of the following information:

- Legal name
- Sum totals of points earned in each of the disciplines (archery, arts and sciences, combat, and ministry), and shall include each of the possible points:
 - DP (demo participation)
 - DI (demo initiation)
 - EP (event participation)
 - MW (masterwork)
 - MP (masterpiece)
 - SP (armored participation)
 - SW (armored win)
 - TW (tournament win)
 - WP (war participation)

APPENDIX C. POLICY CHANGES

From time to time, the way points are awarded and recorded has changed. This manual contains today's rules about points. This appendix contains previous policies and their effective dates of changes, etc.

Changing Awarded Points

Changes are not retroactive. A Rolls Minister may not “go backwards” and change points accurately awarded under different rules, or different interpretations of the rules, for example:

- Points awarded as “second points in a month” for local Crown Wars, before the clarification was issued.

The exception to this shall be points that were awarded in error, for example:

- Knight's List armored combat participation points for shinai tournaments (which is only authorized for Sargeant's List tournaments)
- Imperial ministry points that were converted to DIs before March 2001.

A. Only One TW per month

In December 1998, Emperor Stefan issued a clarification that a person may only count one TW (in any particular list) per month toward their knighthood.

B. Converting Ministry Points to DIs

After March 2001, Imperial ministers can request substitution of their monthly ministry points to DIs (2 months of service for one DI). Not retroactive.

C. Counting Crown Wars as a Second Point in a Month

In 2001, a clarification was issued: Imperial Crown/Civil Wars may count as a second point in a month, local Crown/Civil Wars do not. If points were awarded in error prior to this ruling, they will not be taken away.

D. Counting Arts as a Tournament in a War

Prior to July 2002, if there were 4 entries on a category list (food, crafted, bardic, fine) in a Crown/Civil War, then those entries would also count as a tournament. With the adoption of the Arts Manual in July 2002, arts category lists are obsolete. With the 2001 clarification (above) this was limited to only Imperial Crown/Civil Wars (because an Imperial tournament is held in conjunction with the Imperial War).

APPENDIX D. FORMS

Wherever possible, the form shall be offered in PDF format, and in spreadsheet format. Forms that are available only in PDF are those that require signatures, or those that may not be altered.

A. Sign-in Forms

Forms may not be preprinted with member information.

All attendees who intend to participate in any activities must sign in, whether they are a member of Adria or not.

The event sign-in shall record a person's attendance. If the attendee wishes to participate in any activities, they must sign the appropriate sheet for that activity. This serves several purposes:

- Eliminates people who sign in and don't participate (but still get the point).
- Eases the burden on the list keepers in creating the list.
- Eliminates additional (redundant) paperwork for recording the scores and participation, which also eliminates conflicting information on multiple forms.

1. Event

This sign-in form has the general waiver printed on it, and everyone who attends an event must sign the waiver. If they wish to participate, they sign in on the list-keeping sheets for the specific activity.

The Adrian Empire

EVENT SIGN-IN FORM

Event (and type):	<i>Crown Tournament</i>
Date:	<i>January 1, 2003</i>
Host Subdivision:	<i>Gascony</i>
Location:	<i>El Cajon Park</i>
Autocrat:	<i>Sir Dance-a-Lot (John Doe)</i>

I do hereby agree to release, indemnify and hold harmless ADRIA, its agents and assigns from any and all claims, including claims for property damage, injury, death, mental or emotional distress I may receive by reason of participation in martial arts or other activities or events sponsored or arranged by Adria. I am fully aware that ADRIA activities are potentially dangerous and can result in serious harm. I understand that ADRIA does NOT provide any insurance coverage for my person or my property. I acknowledge that I am responsible for my safety and my own health care needs, and for the protection of my property. In consideration of my being permitted to take part in these activities, I agree to follow all ADRIA rules or directions of ADRIA officials regarding equipment, participation or personal safety and voluntarily accept all risks associated therewith. Should any disputes arise from my participation in any ADRIA sponsored activity, I agree to work through the internal dispute resolution procedures of ADRIA. If these procedures do not lead to the resolution of the dispute, I agree to submit it to a board for binding arbitration, and to abide by the decisions reached by such a board. The arbitration may take place whenever the parties mutually agree, but will be in Phoenix, Arizona if they do not agree otherwise, and in any case the laws of the state of Arizona will apply. THE UNDERSIGNED AFFIRMS THAT HE OR SHE HAS READ AND UNDERSTOOD THIS STATEMENT, AND AGREES

THIS IS A WAIVER OF ALL CLAIMS ARISING FROM PARTICIPATION IN EVENTS SPONSORED BY ADRIA TO THE EXTENT PERMITTED BY LAW.

	HOME REGION	MEMBER'S LEGAL NAME (Last - First)	AGE (if -21)	SIGNATURE (of parent/guardian if -21)	NOTES (for war; contender --- for minors: parent/guardian's name)
1	<i>TN</i>	<i>Doe, John</i>		<i>John Doe</i>	<i>autocrat</i>
2	<i>TN</i>	<i>Doe, Johnnie</i>	<i>12</i>	<i>John Doe</i>	<i>John Doe (father)</i>
3	<i>guest</i>	<i>Aquitaine, Eleanor</i>		<i>Eleanor Aquitaine</i>	
4	<i>ESP</i>	<i>Russell, Mary</i>		<i>Mary Russell</i>	<i>heralding</i>

Use the abbreviation for the subdivision. If not a member of Adria, use "guest."

The age is required ONLY if they are under 21. The parent or guardian's signature and name is also required.

The autocrat or Crown can fill in ministry that isn't covered on the list-keeping sheets. In a war, this space can be used for army choice.

The NOTES space should also be used to explain situations that will affect points. For example, "escorted offsite due to drinking."

2. Archery

The archery sign-in form has plenty of room for the archers to sign in. It is used by the archery list keeper to create the list tree (if used), and record scores and ministry information. After the tournament, the list keeper returns the form to the Minister of Rolls.

The Adrian Empire
Sign-in Form for:

ARCHERY

Minister:		Event (and type): <i>Crown Tournament</i>								
Minister:		Date: <i>January 1, 2003</i>								
Minister:		Host Subdivision: <i>Gascony</i>								
		Location: <i>El Cajon Park</i>								
		Range Master: <i>Sir Dance-a-Lot (John Doe)</i>								
		List Keeper:								
	MEMBER'S LEGAL NAME (Last - First)	PERSONA NAME	List	Round 1	Round 2	Round 3	Round 4	Round 5	VMB	Draw
1	<i>TN Doe, John</i>	<i>John Doe</i>	B H							
2	<i>TN Doe, Johnnie</i>	<i>John Doe</i>	B H							
3	<i>guest Aquitaine, Eleanor</i>	<i>Eleanor Aquitaine</i>	B H							
4	<i>ESP Russell, Mary</i>	<i>Mary Russell</i>	B H							
5			B H							
6			B H							

3. Arts

The arts sign-in form has plenty of room for the artisans to sign in. It is also used by the arts list keeper to record scores, and ministry information. After the tournament, the arts list keeper returns the form to the Minister of Rolls.

The Adrian Empire
Sign-in Form for:

ARTS & SCIENCES

Ministry Participation: R *Barry O'Harry* R *John Doe*
 Circle a letter, and log their name R *Birdie O'Barry* R *Elisabeth Russell*
 J (judge) S (scribe) R (runner) S *Jane Russell* J S R
 List J (Journeyman) K (Knight) R *Sir Dance-a-Lot (John Doe)* J S R
 Notes: R *Dame Its-A-Bow (Mary Doe)* J S R
 J S R J S R J S R

	MEMBER'S LEGAL NAME (Last - First)	PERSONA NAME	ENTRY DESCRIPTION	List	Scores					Avg	TW	MW	MP
					J#1	J#2	J#3	J#4	J#5				
1	<i>Doe, John</i>	<i>John Doe</i>	<i>song - ave maria</i>	<input checked="" type="checkbox"/> K	<i>30</i>	<i>30</i>	<i>31</i>	<i>30</i>	<i>30</i>	<i>X</i>	<i>X</i>		
2	<i>Doe, Johnnie</i>	<i>John Doe</i>	<i>child's chemise</i>	<input checked="" type="checkbox"/> K	<i>withdrawn</i>								
3	<i>Aquitaine, Eleanor</i>	<i>Eleanor Aquitaine</i>	<i>brocade cushion</i>	<input checked="" type="checkbox"/> K	<i>18</i>	<i>20</i>	<i>29</i>	<i>21</i>	<i>19.6</i>				
4	<i>Russell, Mary</i>	<i>Mary Russell</i>	<i>chain coif</i>	<input checked="" type="checkbox"/> K	<i>23</i>	<i>28</i>	<i>27</i>	<i>27</i>	<i>27.6</i>	<i>X</i>			
5				J K									
6				J K									

The List Keeper enters the names of all the judges, scribes and runners.

The score furthest from the others is tossed (either high or low), and the rest of the scores are averaged for a final.

More than one win may be awarded. An MW also receives a TW (an MP receives a MW, and TW).

4. Combat

There should be a separate sign-in sheet for Sergeant and Knight Lists. Combatants may sign up for as many lists as they are qualified for. After sign-in's are complete, the combat list keeper uses this sheet to create the list trees, or combat schedules. After the tournaments are finished, the results are recorded on this sheet, and the sheet is returned to the Rolls Minister.

The Adrian Empire Sign-in Form for:

COMBAT

~~Sergeant~~ **Knight**

(circle list)

Be sure that is it very clear which list the sheet is for.

The List Keeper enters the names of all the marshals.

Marshal: <i>Barry O'Harry</i>	Marshal: <i>John Doe</i>	Marshal:
Marshal: <i>Birdie O'Barry</i>	Marshal: <i>Elisabeth Russell</i>	Marshal:
Marshal: <i>Jane Russell</i>	Marshal:	Marshal:
Marshal: <i>Sir Dance-a-Lot (John Doe)</i>	Marshal:	Marshal:
Marshal: <i>Dame I ts-A-Bow (Mary Doe)</i>	Marshal:	Marshal:

Event (and type): <i>Crown Tournament</i>	
Date: <i>January 1, 2003</i>	
Host Subdivision: <i>Gascony</i>	
Location: <i>El Cajon Park</i>	
Minister J/W: <i>Sir Dance-a-Lot (John Doe)</i>	
Crown Marshal: <i>Barry O'Harry</i>	

	MEMBER'S LEGAL NAME (Last - First)	PERSONA NAME	LIST							
			Shinai	Schlagger	Cut/Thrust	Armed	VN	Armor ✓	Combat Card	
1	<i>Doe, John</i>	<i>John Doe</i>		X	X	X			X	X
2	<i>Doe, Johnnie</i>	<i>John Doe</i>		X					X	X
3	<i>Aquitaine, Eleanor</i>	<i>Eleanor Aquitaine</i>		X		X		<i>Sch</i>	X	X
4	<i>Russell, Mary</i>	<i>Mary Russell</i>		X		X		<i>Arm</i>	X	X
5	<i>O'Harry, Barry</i>	<i>Bernie Zifowitz</i>			X	X			X	X
6										

Combatants may sign in for as many lists as they are qualified for. There must be 4 on the list for it to "count."

If there is more than one list, be clear on who won what.

Be sure to check combat cards as they sign in (to be sure they are qualified for that list).

5. Ministry

It is recommended that the Crown or autocrat make notes on the event sign-in form, and that the list keepers use the list sign-in forms. However, if a separate form is desired, this one can be used.

The Adrian Empire Sign-in Form for:

MINISTRY

Event (and type): <i>Crown Tournament</i>	
Date: <i>January 1, 2003</i>	
Host Subdivision: <i>Gascony</i>	
Location: <i>El Cajon Park</i>	
Autocrat: <i>Sir Dance-a-Lot (John Doe)</i>	

	MEMBER'S LEGAL NAME (Last - First)	PERSONA NAME	DUTIES PERFORMED	Verified By?
1	<i>Doe, John</i>	<i>John Doe</i>	<i>autocrat</i>	<i>ABC</i>
2	<i>Russell, Mary</i>	<i>Mary Russell</i>	<i>heralding</i>	<i>JDoe</i>
3				

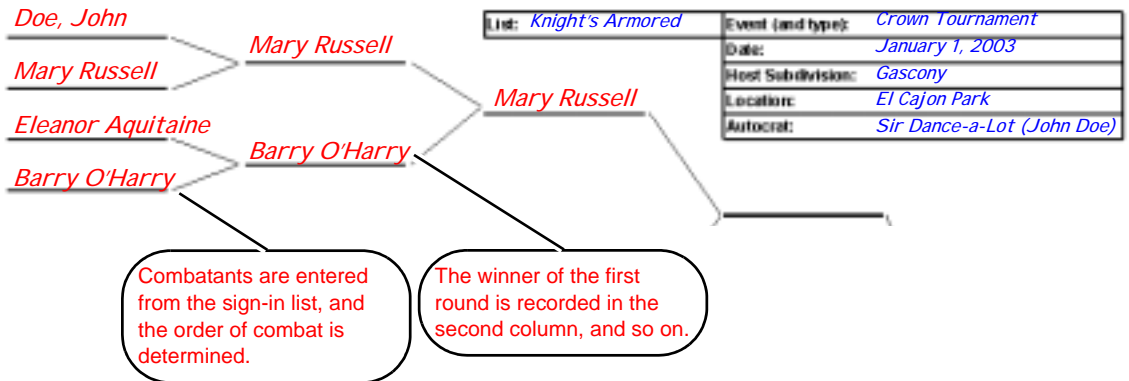
Verification is important! Did they really do it?

B. Tournament Forms

These forms are offered for use, but subdivisions may alter them to suit their needs.

1. List Tree

This form is used by the combat list keeper (sometimes archery) to track the combatants in elimination-type tournaments.



2. Arts Comment Cards

This form has space for the judges comments and scores for an arts entry. Each judge will fill one out as they judge the entry, then turn it in to the list keeper for final tallying.

Each judge provides scores for each section which are added for the total.

29 TOTAL THE ADRIAN EMPIRE ARTS & SCIENCES LIST: J K JUDGE # 1 DATE: 3-10-02

9 10 pt max CRAFTSMANSHIP/FUNCTIONALITY
 noticed the lid sticks and does not open easily. finishing work was wonderful - very smooth linseed oil evenly absorbed throughout. carving well detailed and accurate.

9 10 pt max COMPLEXITY as per the matrix

5 5 pt max AUTHENTICITY answered all the questions

5 5 pt max DOCUMENTATION as per guidelines, answered all the questions adequately

1 BONUS POINTS? documentation was much more detailed than normal, and how to section was great!

Every section has comments that justify and explain the score. "Per the matrix" is fine.

<http://www.adrianempire.org/documents/forms/artscomment.pdf> revised: March 2002
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C. Steps to Knighthood

These forms are essential for members to track their own participation. There is a form for each discipline. The member fills in their activity, as it happens, which gives them an ongoing record of their status.

APPENDIX E. REPORTS

All reports have standard heading information:

- **Subdivision** - Name of the local chartered subdivision (cantons should include the parent subdivision)
- **Month, Year Reporting** – This is the month and year that activity is being reported for (not the date the report is submitted)
- **Crowns** – The ruling nobles sitting at the time the activity took place
- **Crown Signature** – The ruling nobles need to approve the information, and these forms verify that. If the Crown e-mails the report, then “per e-mail” is sufficient for the signature.

1. Monthly Summary

This report provides the participation information for the entire subdivision for the month and **must** be provided in spreadsheet format. The report may be filled out in either summary or detail.

Summary

Most subdivisions traditionally use this report as a summary of the monthly activity. Each member is listed, and a total of their points for the month is provided.

- **Benefits:** It is a much smaller report. It can be easier to locate member participations (there are no duplicate entries, etc.).
- **Drawbacks:** There is no detail, so verifying the information is time-consuming and difficult (having to check back to the hard copies of each month). There is no way to verify the accuracy of the information reported without examining the hard-copy backup..

Detail

The same report may be used as a detail, rather than a summary. This will provide a recap of each event, with the appropriate points listed as it was awarded.

- **Benefits:** Verifying the information is much easier, as the events are already detailed. Errors are easier to catch as they happen. Double-reporting (from different subdivisions, etc.) is easier to eliminate.
- **Drawbacks:** It is a lengthier report, with line items for every member at every event. It requires a bit more computer skill (for sorting members, etc.).

The Adrian Empire
MEMBER PARTICIPATION SUMMARY

Subdivision: Gascony Month, Year Reporting: January 2003

Member's Legal Name Last - First	Event	Region	Date	A/D	Archery				Arts & Sciences				Combat				Awarded				Mistery					
					List	SP	TW	WP	DP	List	SP	TW	MW	MP	WP	DP	List	EP	TW	WP	SP	SP	SW	GP	WP	DP
O'Barry, Harry	Tourney	GAS	1-1-03		B	1																				
Doe, Jane	Tourney	GAS	1-1-03																							
Doe, John	Tourney	GAS	1-1-03		B	1	1																			
Doe, Johnnie	Tourney	GAS	1-1-03		B	1																				
Russell, Mary	Tourney	GAS	1-1-03		B	1																				
Aquitaine, Eleanor	Tourney	TN	1-1-03																							
Russell, Mark	Tourney	GAS	1-1-03																							
O'Barry, Kelly	Tourney	GAS	1-1-03																							
Doe, John	monthly	GAS																								
Russell, Mary	monthly	GAS																								
O'Barry, Harry	class	GAS	1-21-03																							
Doe, Jane	class	GAS	1-21-03																							
Doe, John	class	GAS	1-21-03																							
Doe, Johnnie	class	GAS	1-21-03																							
Russell, Mary	class	GAS	1-21-03																							
Aquitaine, Eleanor	class	TN	1-21-03																							
O'Barry, Harry		GAS			B	1																				
Doe, Jane		GAS																								
Doe, John		GAS			B	1	1																			
Doe, Johnnie		GAS			B	1																				
Russell, Mary		GAS			B	1																				
Aquitaine, Eleanor		TN																								
Russell, Mark		GAS																								

If using this as a summary, the event and date columns may be left blank

If using this as a detail report, the monthly points may be listed as "monthly"

A second point in a month can be listed as an "X" so their participation can still be tracked

2. Approved Events

A listing of approved events is essential to Rolls. Points may not be awarded unless the event has been approved by the Crown. This should be filled out monthly by the Crown (or an authorized minister in the Crown's name).

**The Adrian Empire
APPROVED EVENTS**

Subdivision: <i>Gascony</i>	Month, Year Reporting: <i>March 2003</i>	
Crowns: <i>Henry and Elizabeth</i>	Crown Signature: <i>per e-mail</i>	
<small>We, the above-signed Crown, do certify that We are the current Crown of this subdivision and that the information below is accurate to the best of Our knowledge.</small>		
Event date: <i>March 12, 2002</i>	Date Approved: <i>January 1, 2002</i>	1st Publish Date: <i>Dec 2002 newsletter</i>
Location: <i>Eisenhower Park, Orange, CA</i>	Autocrat: <i>John Doe</i>	
Event type: <input checked="" type="checkbox"/> Crown Tournament <input type="checkbox"/> Demo <input type="checkbox"/> Class <input type="checkbox"/> War <input type="checkbox"/> Other:		
Event date: <i>March 6, 2002</i>	Date Approved: <i>January 25, 2002</i>	1st Publish Date: <i>Feb 2002 newsletter</i>
Location: <i>Castle Rock Vet Center, Riverside, CA</i>	Autocrat: <i>Kelly O'Berry</i>	
Event type: <input type="checkbox"/> Crown Tournament <input type="checkbox"/> Demo <input type="checkbox"/> Class <input type="checkbox"/> War <input checked="" type="checkbox"/> Other: <i>feast</i>		

The time is not important for Rolls, but the date is required.

Specific addresses aren't important to Rolls, but locations are – it separates events held on the same day.

The approval date is required. It is used to verify the 30-day notice requirement.

The type of event is checked. Other types of events should be described.

The people in charge should always be listed.

The first time the event is announced is listed. Newsletter, open court, etc.

3. Ministry Participation

This report is essential for the “monthly” points that ministers and estates holders earn.

**The Adrian Empire
MINISTER AND ESTATE-HOLDERS PARTICIPATION REPORT**

Subdivision: <i>Gascony</i>	Month, Year Reporting: <i>March 2003</i>		
Crowns: <i>Henry and Elizabeth</i>	Crown Signature: <i>per e-mail</i>		
<small>We, the above-signed Crown, do certify that We are the current Crown of this subdivision and that the information below is accurate to the best of Our knowledge.</small>			
Member's Legal Name Last - First	Estate or Position	This member performed their duties and receives a point for the month.	If NO, please explain why this member is being denied the point for this month.
<i>Doe, John</i>	<i>Steward</i>	YES <input type="radio"/> NO <input checked="" type="radio"/>	<i>Reports not filed with Imp.</i>
<i>O'Berry, Kelly</i>	<i>Lord, House Haha</i>	<input checked="" type="radio"/> YES <input type="radio"/> NO	
<i>Russell, Mary</i>	<i>War and Joust</i>	<input checked="" type="radio"/> YES <input type="radio"/> NO	

If no point is awarded, a reason must be noted.

6. Estates Checklist

For subdivisions that require household reports, this provides an easy way to verify whether the reports have been sent. This report may be used by the Crown to award estates-holders points, and by the Chancellor to help determine estates status.

**The Adrian Empire
ESTATES CHECKLIST**

Subdivision: <i>Gascony</i>		Month, Year Reporting: <i>March 2002</i>		
Crowns: <i>Henry and Elizabeth</i>		Crown Signature: <i>diangrubor</i>		
We, the above-signed Crown, do submit that We are the current Crown of this subdivision and that the information below is accurate to the best of Our knowledge.				
ESTATE		Estateholder's Mundane Name	Report Received	
Level	Name		YES	NO
<i>Kingdom</i>	<i>Gascony</i>	<i>John Doe, Jane Doe</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>March</i>	<i>Intime</i>	<i>Kelly O'Berry</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>County</i>	<i>Orange</i>	<i>Jack Russell</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Barony</i>	<i>Baklava</i>	<i>Eleanor Aquitaine</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Barony</i>	<i>Amour d'Hershey</i>	<i>Bob Neckless</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>House</i>	<i>ABC</i>	<i>Dudley Dogoodly</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>House</i>	<i>DEF</i>	<i>Abigail vanHorn</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>House</i>	<i>GHI</i>	<i>Karl Kiddy</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>House</i>	<i>JKL</i>	<i>Mary Russell</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

GLOSSARY

AO - *Attendance Only*

Arts Score Sheets - Every time an arts entry is judged, the comments and scores are recorded. At the end of the judging process, these score sheets (also known as comment cards) are provided to the artisan. These may be used as proof of participation in an arts tournament. *See [Forms: Arts Comment Cards](#)*

Attendance Only - When a member goes to an event, pays the site fee (if any), and signs in, they have attended the event. If they do nothing else, they receive no participation points, but their attendance must be noted. (Proxy votes sent to an estates meeting do not count as having attended the meeting.)

Attendee – Anyone who attends an event, whether or not they are a paid member of Adria.

Audit - The process of going over the points records for a member. *See [Audits](#)*.

Autocrat – The person in charge of running an event is referred to as an autocrat (and is usually eligible for a DI). For large events, there may be more than one autocrat.

Bowman's List - The starting list for archery competitions.

Civil War – A type of war in which a Crown is at stake. *See [Glossary: War](#)*.

Class – *See [Glossary: Collegium](#)*

Collegium – A class (different from a demonstration because of the focus and the teacher/student presentation). *See [Points: Class](#)*.

Comment Cards – *See [Glossary: Arts Score Sheets](#)*

Conversion – Adria recognizes participation in certain other organizations, and may convert that participation to points which may be counted toward knighthood in Adria. *See [Points Conversion: From Other Organizations](#)*. Adria also allows for the possible substitution of Imperial service for DIs. *See [Points Conversion: For Ministry Service](#)*.

Crown – The ruler of an Empire, Kingdom, Archduchy or Duchy. Their monthly points, and requests for DIs are approved by the Imperial Crown. For ease of reference, the word “Crown” implies all Crowns, as well as Imperial Viceroys (even though the latter does not have the same rights or privileges as a Crown).

Crown War – A type of war in which a Crown is at stake. *See [Glossary: War](#)*.

Demo Initiation - If a member sets up and runs any type of official event, they may be eligible to receive a demonstration initiation point.

Demo Participation - If a member goes to any type of official event (other than a tournament or war), and they participate in that event, they receive a demonstration participation point. DPs may be earned by demonstrating or discussing the techniques, materials, and equipment of a subject. The DPs are applied within the discipline that the topic pertained to.

Demo – *See [Glossary: Demonstration](#)*

Demonstration – a) for points-recording purposes, any type of official event other than a tournament or war
b) an event in which medieval or renaissance lifestyles are demonstrated, usually for a large number of people (for example, at faires, libraries or schools). This is different from a collegium because of its broad scope, inclusion of various topics, and usually larger audience.

DI - *Demo Initiation*

DP - *Demo Participation*

EP - *Event Participation*

- Estates Meeting** – A specific type of meeting, outlined in the Bylaws. A minimum amount of participation at official events is required of the estates-holders in order to vote at these meetings. Rolls must coordinate with the Chancery in order to provide this information. Attendance counts as participation in an event (proxies sent to an event do not).
- Event Participation** - When a person goes to an official crown tournament, pays the site fee (if any), and signs in, they may choose to participate in the tournaments, or help administer the event. Their participation is noted in the appropriate disciplines. For instance, if they fought, they would receive a combat EP (specifically if they fought Sargeant's Schlager, they would receive a Sargeant's Schlager EP). If they helped to administer the event (marshal, judge the arts, etc.) the Crown may award them a ministry EP.
- Event** - An officially-sanctioned occurrence in which members may earn participation points. This is a generic term that includes all types of events (tournaments, wars, demonstrations, classes, estates meetings, etc.). A tournament or war must include opportunities for advancement in all the knightly disciplines (archery, arts, combat, ministry). All other types of events are grouped under the term "demonstration", and the only points available are participation and initiation points.
- Event, Non-Points-Earning** – See [Glossary: Unofficial Event](#)
- Event, Points-Earning** – See [Glossary: Official Event](#)
- Feast** – A meal (usually fairly elaborate). This can be presented as part of a tournament or war, or it may be an event unto itself. It may qualify for DPs and DIs if it meets the criteria for an official event.
- Feast Manager** – The person in charge of feast-related activities (sometimes improperly referred to as a feastocrat)
- Fighter Practice** - Fighter practices are not points-earning events.
- Fun War** – A type of war in which a Crown is not at stake. See [Glossary: War](#).
- Guild** – A guild is a "club within a club" where people group together to focus on one type of activity (such as brewing, or rope-making). Guild meetings are not points-earning events. Guild activity at official events is credited as normal.
- Huntsman's List** - The advanced list for archery competitions.
- Journeyman's List** - The beginning list for arts and sciences competitions
- Knight's List** - The advanced list for either the combat, or the arts and sciences, competitions
- Ladies' Solar** – Ladies' solars (also known as stitch-and-bitches) are not points-earning events.
- List** – The list of people who are participating in a given activity (usually referring to competitive activities, such as the combat list).
- List Keeper** - The person in charge of "running the list", usually for combat and archery. This person uses a list tree to record who faced off with whom, who won and proceeded to the next round, and ultimately, the tournament winner.
- List Tree** - A form that is commonly used for single-elimination combats. (It looks much like a genealogy chart.)
- Masterpiece** - In the arts, there is a level of excellence above a Masterwork. If the artisan receives a Masterpiece, they receive the MP point, as well as a MW, a TW and an EP. (At this time, the MP itself doesn't count toward knighthood.)
- Masterwork** - In the arts, there is a level of excellence above a Tourney Win. If the artisan receives a Masterwork, they receive the MW point, as well as a TW and an EP.

- Milestone** – The points other than participation required for knighthood. The requirements for knighthood include participations and milestones. You must have a certain number of EPs and WPs in order to advance. You must also have a certain number of wins, demos, etc. These are the milestones.
- Minister of Rolls** - The Minister of Rolls is responsible for the Office of Rolls and Lists. At a local level, they (or their deputy) also supervise the sign-in tables and the List Keepers.
- Minister's Meeting** - The Crown may call a minister's meeting, in which all ministers are to attend. This is not a points-earning event.
- MoR** - *Minister of Rolls*
- MP** - *Masterpiece*
- MW** - *Masterwork*
- Official Event** – Official events allow participants to earn points and must meet the criteria as per the bylaws, including Crown approval, prior publication, etc. They will fall into one of two categories: Tournament or war (all disciplines are offered), and demonstrations (all other types of events including classes, estates meetings, demonstrations, etc.).
- Renn** - For many years, the Schlager lists (in combat) were called Renaissance-style, which was shortened to Renn.
- Report** - There are a number of reports that are filed. The Minister of Rolls receives reports from various sources and records the participations and advancements. The Minister of Rolls creates reports from these updated records and forwards those reports to the Imperial Office of Rolls.
- Sargeant's List** - The beginning list for the combat competitions.
- Sign-in Sheet** - Everyone who attends an event must sign in if they wish to be recorded. There is a separate sign-in sheet for each of the disciplines, as well as a general event sign-in sheet. Each sheet has a use. *See [Forms](#)*
- SP** - *Steel (Armored) Participation*
- Steel (Armored) Participation** - In combat, it is necessary to keep the different types of knight's list separate. The Armored lists have always been called Steel points.
- Steel (Armored) Win** - In combat, it is necessary to keep the different types of knight's lists separate. The Armored wins have always been called Steel wins.
- Steel** - For many years, the Armored lists (in combat) were called Steel.
- Substitution** – *See [Glossary: Conversion](#)*
- SW** - *Steel (Armored) Win*
- Tournament** – a) specific type of points-earning event where opportunities to advance in all fields are offered
b) competitions in archery, arts, or combat, conducted at a tournament
- Tournament Win** - When a member has participated in a tournament (archery, arts or combat), and has been declared the winner, they receive a TW. They also receive an EP for having participated.
- Tourney** - *Tournament*
- TW** - *Tournament Win*
- Unofficial Event** – An event that does not earn points for the participants. It does not require costume, specific advance notice or publication, site fees, sign-in sheets, or ministers.
- Viceroy** – A minister of the government who is the ruler of a remote region (in a chartered subdivision, also called a governor). At the Imperial level, this is the ruler of a Shire. For ease of reference, it is included in the word “Crown” when referring to Crowns and Viceroys, but does not have the same rights or privileges as a Crown. Their monthly points and requests for DIs are approved by the Imperial Crown.

War – A specific type of event in which armies are formed to “fight” against one another. If it is a Crown or Civil War, it must follow specific guidelines (see [Bylaws](#)). If it is a “fun” war (any war other than a Crown or Civil War), the rules are more lax. Either way, the participants earn WPs rather than EPs.

War Participation - When a member goes to an official war, pays the site fee (if any), and signs in, they may choose to participate in archery, arts or combat, or help administer the event. Their participation is noted in the appropriate disciplines. For instance, if they fought, they would receive a combat WP, the arts would receive an arts WP.

WP - *War Participation*