Introduction

This is the (long awaited) proposed manual for the Arts & Sciences, Version 2.1. There are several appendix sections, such as the Judging Guidelines which are not yet included. They will be re-posted soon, some time after the Imperial War (Labor Day weekend). The manual changes work as a package together, it is important not to judge them on a line item basis. The Preface and Highlights section outline the program goals of the revision, and probably the most useful approach for all of us to take is to review & discuss the goals as one concept; and then after reviewing the entire manual to see how (& if) it supports those goals properly discuss whether the proposed changes actually support them well.

Things to look for in reviewing the goals:

- Do they support expanding the possibilities for us to learn and undertake new areas in the arts?
- Do they help limit, or help stop promoting unhealthy gamesmanship behavior (such as what has become known as the "pop tart on a plate" syndrome)?
- Do the goals help address the issue of judging simple projects and complex projects? *[Someone has threatened to enter the alphabet, one letter at a time, for a total of 26 separate entries…]*
- Do they help clarify language or make our system more consistent with period terms?
- Will they help the artists and judges by giving them more chances through interaction to clarify project intent, work out miscommunications, and allow the judges to make inquiries regarding obscure terminology and techniques? And consequently allow the judges to make more informed and better recommendations?
- Do they help alleviate the current difficulties experienced trying to judge Master's Lists and Knight's Lists in accordance with expected performance? *[This is an area that has been handled irregularly, and possibly with the most unfair unintended consequences throughout the Empire.]*
- Will they help address the current problematic situation where, based on random event participation, there may be several projects well worthy of a Tournament Win or conversely a Tournament Win is awarded to a substandard project based on lack of competition? The current system penalizes participants in large subdivisions by allowing only one list win regardless of quality, and may eventually become a real burden at Imperial events with large participation.

Things to look for in reviewing the proposed manual:

- Do the revisions support the goals?
- Are they consistent with the goals?
- Are they adequate?
- What unintended consequences may there be?
- What has been overlooked?

The Authoring Committee would like to thank everyone in advance who participates in this long process. Please try to phrase input in the form of questions or suggestions to the Committee, and we will try to give them all thoughtful consideration.

In Service,
Elisabeth, Imperatrix

T*o submit questions, comments or suggestions contact:*
Imperial Deputy Minister Juliana Hirsch

Other Contacts:

- Imperial Minister of Arts & Science ~ Sir Wilhelm der Grosse
- Her Imperial Majesty Dame Elisabeth Grey

The Arts and Sciences (Draft) Manual of The Adrian Empire, Inc.

March 2000

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Preface

The Arts and Sciences Manual of the Adrian Empire, Inc., March 2000, shall supersede all previous and contingent Arts and Sciences manuals upon approval of the Imperial Estates.

Highlights of New Features

- **Renaming "Master's List" to "Journeymen's List"**

The Master's List is now renamed to Journeymen's List to be more in accordance with period practice, and prevent confusion with the terms "List Master" and "Masterwork".

- **Elimination of Tournament Minimums and Elimination of Categories**

Each Artist now competes against a fixed and objective scale. A knights list win must receive a 95% or better score, A Journeymen's List win is an 85% or better score. The arts differ from combat in that each entry is judged alone on merit, whereas combat skills can only be judged effectively by direct competition. Combat requires subdivided categories in order to match opponents by weapon and method. Such matching is not required in order to accomplish an effective arts judging.

Current law & practice encumbers the procedure by using a model that subdivides entries by type, into multiple lists. The proposed changes allow arts entries to be judged by merit, regardless of the numbers of projects available. This will prove beneficial to artisans in subdivisions where the numbers of competitors is limited, and enables projects to be judged solely on merit. The main benefit is to encourage competition in the arts & sciences while discouraging the "gamesmanship" which can evolve in the face of the current lists system. For example, currently artists face the iniquity that if there are no quality entries one day a substandard entry may gain a list win. Conversely if many quality entries are entered on any particular day projects worthy of a "win" may be denied same. This promotes the practice, inadvertently, of withdrawing or withholding entries when numerous artisans turnout to participate.

Replacing the current system of subdivided lists and categories resulting in tournament "wins" with a more equitable method of awarding "wins" based on the level of accomplishment demonstrated by the artisan "wins" are awarded based on the merit of the project, regardless of the lack of entries or the lack of merit of the entries. The wins formerly required are awarded based on percentage achievement of possible points. Additionally, rather than have the judges try repeatedly, and with varied results, to second guess how to judge the Journeymen's List versus the Knights' List the percentages are varied by list. The "bar" is raised, or lowered, by the threshold required to achieve a win. It is currently proposed that Knights' List entries would require 28 of the possible 30 (95%) to achieve a "win", while Journeymen's List would require 25 points (85%) for a "win". Masterworks still require 30 points and the judges' determination of MW status. A Masterpiece, required to achieve second level knighthood, would require a score of at

least 33 points (based on bonus points “above & beyond” MW level) and be determined by the judges to be a Masterpiece.

Because not all arts entries easily fall into one of the old categories (Food & Alchemy, Crafted, Fine or Bardic), the concept of categories has been eliminated altogether. What this means is that any entry from Adria’s time period is now fair game: Scientific, research papers, items with crafted and fine aspects, animal husbandry, agriculture, etc. If you can document it, you can enter it.

- **Allows Arts Participation outside Tournaments and Wars**

Arts projects can be effectively judged at any time, but we feel that it is not beneficial to the arts & sciences to remove the process from public display. If the local Minister of A&S determines that it is reasonable to judge an entry outside of the tournament or war, this can be arranged. This allows artisans to enter items that are not easily transportable or allowed for at a typical tournament, such as medieval gardens, architecture, an equestrian display, etc. The artisan still must attend the event for the month the arts entry is to be credited.

- **Introduction of Complexity Criteria**

The Difficulty/Complexity Criteria attempts to provide a more objective mechanism for potentially reducing the total score for simple arts entries while still recognizing the entries’ Craftsmanship. The complexity factor accounts for complexity of process as well as the complexity of the product itself. Scoring is still based on a 30 point system, redefined for clarity and purpose, and bonus points may be earned to achieve a Masterpiece category

- **Requiring Written Documentation**

To encourage more academically rigorous documentation and expand the Arts and Sciences library of Adria, a minimal written or hardcopy documentation will now be required. It need not be more than one or two pages and a documentation checklist is now provided. Additional oral documentation will be encouraged in a question and answer period with the judges.

- **Reintroduction of Group Entries**

Dances, plays, and polyphonic songs: All of these had been missing from the Arts in Adria…until now. Some arts entries simply cannot be done by one person and should not be prohibited. All primary parts in a group entry will now be judged. Walk-on minor parts have the potential of achieve participation points.

- **Introduction of Research Paper Entries**

Research papers can now be judged independently from a project.

- **Documentation Checklist for Determining Period Authenticity**

In order to help Judges achieve consistent results, a documentation checklist has been introduced. This should also help artisans more clearly understand what is expected of them.

- **Instructions for Ministers, Judges and Artisans**

Need information specifically for your role in the Tourney? These instructions should help more directly.

- **Distribution of War Points**

Since categories have been eliminated, a new way of distributing Arts War Points has been proposed.

- **Clarification/Removal of Ambiguous statements**

A number of minor changes were made to clarify or remove ambiguous statements made in the manual.

- **Addition of the Judges Handbook, Running a Tournament, and Documentation Worksheet, and all forms as appendices**

The Imperial Judging Handbook, an appendix on how to run an arts tournament, and the documentation worksheet, and all necessary forms will now be included in the Arts and Sciences Manual as appendices so that they are now easily accessible to all judges and artisans.

The Judging Handbook is now a part of this document and has been rewritten to account for the new arts tournament and scoring format.

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I. Responsibilities of the Imperial and Crown Ministers of Arts and Sciences

A. Imperial Minister of Arts and Sciences

1. Function:

Further the recreation and research of the historical arts, during the time period specified in the bylaws, by facilitating a positive and interactive forum in which to learn and create

2. Requirements:

a) Knight Robe or higher and

b) Rector (Ministry) or higher

Note: Rank and Experience requirements may be waived only if there is no member of suitable qualifications then interested in holding the position per The Adrian Empire Bylaws. The next most qualified person willing to do the job must be selected.

3. Responsibilities:

a) Update and interpret the manual of Arts and Sciences to reflect the needs and desires of the Artisans toward equality, excellence and expediency in the Arts and Sciences.

b) Oversee the re-judging of items brought to the Imperium for review, based on perceived problems with the original judging. (Only written documentation will be accepted as oral presentation may vary.)

c) Evaluate the scoring system and how it works and adjust the Arts and Sciences Manual and appendices based on feedback from regional arts contests.

d) Report to the Imperium on all matters regarding the Arts and Sciences.

e) Assist in the direction, instruction, and training of Artisans, Scribes, Judges, Deputies and Arts and Sciences Ministers.

f) Oversee Arts Tournaments at Imperial Events and Wars, especially the Knights' List. (The Imperial Crown shall appoint a Royal Minister of Arts and Sciences or Equivalent, in the absence of the Imperial Arts and Sciences Minister.)

g) Maintain regional lists of qualified judges on the Knights' and Journeyman’s Lists based on Collegium information provided from the local regions.

h) Serve as the Minister of Arts for an Artisan's Masterwork project in the absence of a Royal Minister of Arts and Sciences. Oversee the re-judging of Masterwork projects as required.

i) Hold at least one Imperial Collegium during the reign of the Imperial Throne.

j) Educate Artisans on the requirements for Knighthood in the Arts.

k) Develop and continue programs, which honor excellence and promote education, in the Arts and Sciences.

B. Imperial Deputy Minister of Arts and Sciences

1. Function:

Assisting the Imperial Arts and Science Minister and the Imperium in the facilitation of a positive and interactive learning environment.

2. Requirements:

Master or higher

3. Responsibilities:

a) Assist in developing and enacting programs, which honor excellence and promote education in the Arts.

b) Assist in the direction, instruction, and training of Artisans, Scribes, and Judges.

c) Assist in organizing and running Arts Tournaments at Imperial sponsored events and wars.

d) Assist in the education of Artisans on the Requirements for Knighthood in the Arts.

e) Report to the Imperial Minister of Arts and Sciences on all regional matters regarding the Arts.

C. Royal Minister of Arts and Sciences

1. Function:

Further the recreation and research of the historical arts, during the period specified in the bylaws, by facilitating a positive and interactive forum in which to learn and create.

2. Requirements:

a) Knight Robe or higher and

b) Rector or higher

Note: Rank and Experience requirements may be waived only if there is no member of suitable qualifications then interested in holding the position per The Adrian Empire Bylaws. The next most qualified person willing to do the job must be selected.

3. Responsibilities:

a) Direct, instruct, train and inform Artisans, Scribes, Judges, and Royal Deputies. To guarantee that all Ministers meet the minimum requirements to hold their position.

b) Develop and continue programs, which honor excellence and promote education in the Arts and Sciences.

c) Report to the Ruling Crown and Royal Estates and the Imperial Arts and Sciences Minister on all regional matters regarding the Arts and Sciences, including suggested updates to this manual. So that it will reflect the needs and desires of the Artisans toward equality, excellence and expediency in the Arts and Sciences.

d) Oversee Arts Tournaments at Royal Events and Wars, especially the Knights' List. (In the absence of the Arts and Sciences Minister at a War, a Tournament Facilitator, who shall meet the same minimum requirements, shall be appointed.)

e) Finalize the tournament lists of participation, judges scores, and wins for all tournaments held monthly and forward them to the Royal Minister of Rolls and Imperial Minister of A&S.

f) Hold a minimum of two judging Collegia each year, to qualify all who wish to judge. Maintain an updated list of qualified judges, forwarding a copy to the Imperium.

g) Approve/resolve the Scope of Research of an Artisan's Masterwork project.

h) Organize advanced judging for research papers or evaluate and organize off-site judging for approved entries.

i) Approve all and select one Judge to oversee the Masterwork process.

j) Review Masterwork Project Entries that are not awarded the title Masterwork after three (3) submissions.

k) Educate Artisans on the Requirements for Knighthood in the Arts.

l) Select judges based on subject knowledge and their ability to follow the judging process laid out in the Imperial Judges Handbook.

m) Ensure each judge swears the judge’s oath prior to judging.

D. Royal Deputy Minister of Arts and Sciences

1. Function:

Assisting the Royal Arts and Science Minister in creating a positive and interactive learning environment.

2. Requirements:

Master or higher

3. Responsibilities:

a) Assist the Royal Arts and Sciences Minister in developing and enacting programs, which honor excellence and promote education in the Arts.

b) Report to the Royal Minister of Arts and Sciences on all matters regarding the Arts.

c) Assist in the direction and training of Artisans, Scribes and Tournament Judges.

d) Assist in organizing and running Arts Tournaments at Royal sponsored events and wars.

e) Assist in the Royal Judging Collegium.

f) Educate Artisans on the Requirements for Knighthood in the Arts.

E. Tournament Judges

1. Function:

Encourage and assist Artisans toward a closer recreation and understanding of arts and sciences in history through the adjudication of Entries at Tournaments and Wars.

2. Requirements:

All shall participate and be qualified at a Judging Collegium for the current version of the Arts and Sciences Manual. A judge may be authorized to judge by the Arts and Sciences Minister based on experience outside the Adrian Empire. The Arts and Sciences Minister must inform them of the basic rules and procedures described herein prior to judging.

a) Knights' List:

1. Knight Robe or higher <u>or</u>
2. Experience Judging at least 3 Journeymen's List Tournaments

b) Journeymen's List:

1. Expert (one who has a Masterwork or makes a living or as a degree with an Art) or higher or
2. Master with experience Scribing at least 3 Tournaments or
3. Member of the Chivalry/Royal Crown who has been qualified by the Minister of Arts and Sciences to Judge

3. Responsibilities

a) All Judges shall swear and uphold the Judges Oath:

"Here do I swear, by mouth and hand, to fairly and impartially Judge all Entries placed before me; to be constructive in my criticism, instructive in my comments, and freely praise all areas of excellence I may find. So say I, ---(name here)---."

b) Fairly and impartially judge all Art Entries.

c) Justify all scores that are not perfect with constructive criticism and advice.

d) Encourage all artisans through positive feedback on areas of excellence.

e) Remove themselves from Judging any Art Entry, which they cannot be unbiased and/or positive.

f) Avoid entering a list they have entered unless there is a shortage of judges.

g) Cannot judge their own entry.

h) Verify Scribes notes and scores on all Judging Sheets prior to signing them and giving them to the List Mistress/Master.

i) Teach Scribes the finer points of Judging.

F. Scribes

1. Function:

a) Assistant to the Judges in the recording of information during the Judging process.

b) Position in which to learn the finer points of Judging through interaction with judges during the Judging process.

2. Requirements:

Desire to learn about the arts and sciences competition process.

3. Responsibilities:

a) Assist the Judges in the recording of comments and rating scores on the Judging Sheets.

b) Assist the List Mistress/Master in notifying Artisans as necessary.

c) Assist the list Mistress/Master in determining the Entry Scores as necessary.

d) Learn as much as possible from the Judges about the Judging process through listening and asking questions.

G. List Mistress/Master

1. Function:

Facilitate the accurate recording of Artisan Participation at Tournaments and Wars.

2. Requirements:

a) Appointment by the Minister/Deputy of Arts and Sciences, if necessary.

b) Must read and understand all responsibilities.

3. Responsibilities:

a) Correctly record each Artisan's Participation by gathering at least the following information: Mundane Name, Persona Name, Region, Entry List, Entry Description and the documentation.

b) Transfer Entry Description, list, and artisan's name onto the correct Judging Sheets and any special instructions or information for the Tournament Judges, and place these Judging Sheets and the documentation with the correct Entry

c) Inform the Herald when the lists are opening and closing, and when there are Performing Arts Entries that need to be performed before court (as requested).

d) Facilitate contacting any Artisan as necessary.

e) Collect all records and Judging Sheets and hand them over to the person overseeing the Tournament. Judging sheets shall be available from the person overseeing the tournament at the end of the event.

f) Assist, in the computation of the final Scores and the recording of Results

II. Scoring

All arts entries shall be judged using the same scoring system in accordance with the Judging Handbook, Appendix B. Entries include Tournament Entries, War Entries, Masterwork Project or Masterpiece Projects. The scoring goal is a 30 point baseline, with bonus points allowed to account for work above and beyond the normal scope of the criteria. Judges may use score values in less than one point increments.

A. Documentation and Authenticity

One supports the other; they are inextricably linked in concept and reality. Good documentation establishes authenticity, and documentation is only valid if the project is authentic. Additionally it establishes the basis of judging, based on its statement of intent and identification and validation of substitutions made.

1. Documentation - 5 points

Minimum documentation must be provided in written form. The minimum information suggested is described on the Documentation Worksheet, Appendix C. Additional Oral documentation may also be provided. Documentation scoring will include evaluation of the following aspects:

- Whether the documentation provides enough information to establish the intended period of the piece within Adria's stated timeline;
- Whether it describes and validates the processes, techniques, and materials used to make the item;
- Whether it explains and justifies the trade offs or substitutions made in the manufacturing or performance of the piece.

  Note: This is especially important, as we often must make these alterations for unavailable or hazardous materials or impractical methods… does the artist know the difference between what they've done and the original, and is their choice of substitution an appropriate one?

- Whether it describes if the piece corresponds to a period aesthetic (style, proportion, look, taste, feel…).
- If it is a research paper, does it establish its premise as authentic, describing and documenting period methodologies, materials, technology, practice and culture? Does it describe how to achieve the subject in period manner, and how it responds to period style, proportion, look and feel?
- Does it compare the style and technique used for a performance with the period performance style and techniques?

2. Authenticity - 5 points

An item determined not to be authentic (achieving a score of zero) or within the scope of the Adrian Bylaws will be removed from the lists, and not scored for any

additional criteria. The judges must note the justification for removal. The primary aspects of the item or piece must be representative of the period and scope defined by the Adrian Bylaws. Decoration of an item solely of mundane or Adrian context or origin is not determined to be authentic.

Note: Some examples of items that are not authentic are: filk songs using modern popular tunes about Adrian subjects, plastic ice chests decorated with heraldic painting, belt favors with embroidered designs, chocolate brownies with heraldic icing, etc.

Authenticity scoring will include evaluation of the following aspects:

- How well does this piece represent a period item?
- Is it made from period materials? If there are substitutions, are the substitutions reasonable?
- Does this piece correspond to a period style, proportion, look and feel?
- Was it made using period processes or techniques?
- If it is a How to paper, does it describe how to do a period piece? Does it describe how to do it in a period manner?
- If it is a research paper, does it establish its premise as authentic, describing and documenting period methodologies, materials, technology, practice and culture? Does it describe how to achieve the subject in period manner, and how it responds to period style, proportion, look and feel?

B. Execution/Craftsmanship/Functionality - 10 points

Execution, craftsmanship, and functionality scoring will include evaluation of the following aspects:

- How well is the piece made (or performed)?
- How well does it function with respect to its historical purpose (and are the materials and choices appropriate to said function)?
- Does the piece demonstrate the level of skills or training appropriate to the item?
- How well are period craftsmanship and skills presented in the item, and are they consistent to the stated requirements identified in the documentation?
- If substitutions were made were they well chosen and contribute to, or detract from the piece?
- Did the craftsman <u>successfully implement</u> an unusual and/or difficult technique?

C. Difficulty/Complexity - 10 points

Difficulty and complexity scoring will be aided by a matrix provided in the Judging Handbook that provides examples of many projects. Documentation should express the difficulty of process, practice, learning and hours taken to

create the entry. Difficulty and complexity scoring will include evaluation of the following aspects:

- Is the piece complex for its type, demonstrate a variety of skills, or take a many hours to create or perfect?
- Did the craftsman attempt an unusual and/or difficult technique?
- Does it demonstrate complex technique as a process?
- Was the scope of work involved something that an Apprentice, Journeyman, or Master be expected to undertake?
- Did it take a lot of practice and learning to perfect the skills needed to accomplish the piece?
- Does it require or combine multiple or composite elements to achieve a cohesive piece?
- In a group entry, was coordination and direction of participation by multiple individuals required and achieved?

D. Bonus Points

Bonus points can be allocated to an area based on Authenticity, Documentation, Craftsmanship and Difficulty above and beyond the normal scope of work required for full points for those criteria. Each point awarded as a bonus point must be described and justified.

III. The Masterwork and Masterpiece

A. Definition:

A Masterwork and Masterpiece is an entry that proves that the artisan has "mastered" its creation and history. This entry should prove a greater understanding of the art form during the period specified in the bylaws. The Masterwork entry shall prove a successful quest for knowledge and skill in the Arts. A Masterwork is a title awarded to all Entries and Projects meeting or exceeding the Masterwork Requirements set forth below. A Masterpiece should exceed a Masterwork. A Masterpiece shows the highest level of competency of the art or science. A Masterpiece is to be considered equivalent or better than a Masterwork for determining Knighthood milestones.

B. Masterwork and Masterpiece Requirements

1. A masterful example of an art form representing the best that could have been achieved by an Artisan of equal capabilities in the time period being represented. The project itself or the process used to create the project should be of high complexity and difficulty. The Artisan shall use as many period methodologies and materials as appropriate to more fully recreate a period masterwork. (Substitutions shall be allowable. The use of substitutions must be done with the understanding of the original techniques and materials.)
2. A written explanation of the methods and materials applied in the creation of the entry by the original artists. Details explaining every aspect of the art, from the obtaining of materials and information to craft the art, to the reason it was crafted and why it is appreciated. The written paper shall reference at least three primary sources. A primary source is an untranslated publication from the period, a photograph or photocopy of an actual publication, manuscript, quote, item or picture from the period.
3. The Artisan must be able to answer questions about their Entry asked by the Judges.

C. Awarding the Title of Masterwork and Masterpiece

1. A Masterwork is awarded under two conditions:

a) In tournament an artisan’s entry may be awarded a masterwork if:

   1) The entry fulfills all of the requirements.
   2) The entry receives a 30 or higher, and the judges unanimously vote to award the entry a masterwork. Because the items can be judged independently at a war, the Arts and Sciences Minister should recall the team of judges to evaluate for a Masterwork if they see scores of 30 or higher from 3 judges and the documentation is reviewed for adequacy.

b) An Artisan successfully completes a Masterwork Project.

2. A Masterpiece is awarded under two conditions:

a) In tournament an artisan's entry may be awarded a masterpiece if:

   1) The entry fulfills all of the requirements.

   2) The entry receives a 33 or higher, and the judges unanimously vote to award the entry a masterpiece. Because the items can be judged independently at a war, the Arts and Sciences Minister should recall the team of judges to evaluate for a Masterwork if they see scores of 33 or higher from 3 judges and the documentation is reviewed for adequacy.

b) An Artisan successfully completes a Masterpiece Project.

3. The goal is not perfection, but learning and understanding. The Artisan should be able to teach others the art and history upon obtaining the Masterwork or Masterpiece.

4. The Masterwork or Masterpiece allows the artisan to be considered an Expert, if not yet a Knight Robe, until Knighted, granting the right to sit as a Judge.

5. Copies of the Masterwork or Masterpiece Documentation shall be submitted to the Imperial Minister of Arts and Sciences to be kept on file, for the purpose of educational reference. Photographs of the Masterwork or Masterpiece Project (optional) may be attached. The copy of the artisan's original *Masterwork/Masterpiece Project Request Form* should be attached to the documentation. The Artisan shall retain all rights regarding the written work and shall have the right to refuse to submit it or allow it to be used for educational purposes.

D. Masterwork or Masterpiece Project

1. Purpose:

a) Teach artisans what is required to earn a Masterwork or Masterpiece.

b) Assist artisans to "master" a new field in the arts for a Masterwork.

c) Encourage artisans to push the boundaries of existing efforts for the Masterpiece.

d) Ensure artisans know how to teach their craft, before becoming an arts knight for Masterwork.

e) Allow an Arts Knight to gain renown and show prowess in their field for a Masterpiece.

f) Encourage excellence in the arts, by working with the artisan to achieve a Masterwork or Masterpiece entry.

2. Project Request Form:

a) The artisan must fill out a *Masterwork/Masterpiece Project Request Form,* and turn it in to the local Arts Minister. The Judges must be selected and approved within two weeks of receipt of the form. The Arts Minister must keep a copy of the completed form, and return a copy to the artisan. If any major changes occur in the description of the proposed project, a new description must be filled with the Arts Minister prior to submission.

b) The Judges and Artisan can discuss the project, prior to any submissions by the artisan.

The project must be approved by the three judges, as meeting the Masterwork/Masterpiece requirements in difficulty and complexity prior to acceptance for judging. *The Arts and Sciences Minister can, with two Knight Robes or higher, overrule any submission approval based on degree of difficulty, complexity, or content. They must give explanations as to exactly what was objectionable and suggestions for acceptable projects. The Minister must do this before the panel has completed its judging of the project .*

3. Project Judges

1. There shall be three (3) Judges selected:

   1) One chosen by the Artisan.
   2) Second chosen by the Royal Arts and Sciences Minister.
   3) Third agreed upon by both Artisan and Minister.

Note: If there is no Arts and Sciences Minister, the Ruling Noble in the Chartered Subdivision can select the Judges with the Artisan. Or the Ruling Noble can request the Imperial Arts and Sciences Minister to select Judges within the Empire to Judge.

2. The judge selected by the Minister should have expertise in the art form being judged. They shall be Knights or Experts if available.
3. They will be qualified to judge the Tournament Knights' List prior to judging a Masterwork or Masterpiece.
4. The project shall be reviewed and judged by the same selected judging panel three times or until the project is awarded the title of Masterwork. Judges may be asked for input prior to an official judging by the panel. The judges for the Masterwork/Masterpiece Project do not have to be the same judges that originally judged the piece or parts of the piece at a tournament or war.
5. Judges can request to be removed from judging a project. They must work with the person(s) who selected them to find a replacement.
6. A Judge should not be a family member or close affiliate if possible.

Note: It is the responsibility of the Royal A&S Minister to oversee the judging process and to assist the artisan in any way possible. The Royal A&S Minister will review Masterwork/Masterpiece Project Entries that are not awarded the title Masterwork/Masterpiece after three (3) submissions. If the Royal A&S Minister feels the

item is deserving, they can have the item judged one additional time, by three new judges as a Masterwork/Masterpiece. The item can only be re-judged once.

4. Judging of Project

a) The Masterwork/Masterpiece Project shall be judged independently from the Tournament, they do not receive a participation point. Projects may be submitted first in Tournament (for a participation point) before their first presentation to the Judging Panel. Once a Project has gone through the judging process for a Masterwork/Masterpiece Project, it cannot be entered in tournament.

b) The project may be judged initially at a tournament or war prior to Masterwork or Masterpiece Project submission.

c) Individual components of a project may be judged independently at tournaments or wars and combined to be judged as a Masterwork or Masterpiece Project.

d) The Artisan can submit their entry for review a maximum of three times. The Judges should assist the artisan in obtaining information sources and techniques.

e) An oral or written presentation shall be made to the Judges upon each judging explaining any improvements and/or modifications made to the previous entry.

f) The Judges shall determine a Masterwork or Masterpiece by reading the paper submitted by the Artisan, by comparing the Entry to the information provided and by asking questions of the Artisan. All questions put to the artisan must also be written so that they may be answered in the next submission. The main goal of the Judge should be to help make an Expert.

g) If an Entry is not awarded the title of Masterwork or Masterpiece after three (3) submissions, the artisan and judging panel must take the entry before the Royal Arts Minister for review.

IV. Tournaments

A. The Tournament Lists

There shall be two (2) Tournament Lists which shall count toward Knighthood:

1. Journeymen's List - for those who have not yet achieved the rank of Master; a training area for Artisans. Per the Bylaws, only eight (8) Participations and one (1) Tournament Win on the Journeymen's List count toward Knightly Rank. Once an Artisan has a Journeymen's List win, the artisan may compete at the Knights' List level as a Master.
2. Knights' List - for Artisans of any rank. Experts (one who has a Masterwork/Masterpiece in the art, or who earn their living or who have earned degrees in an Art), Masters and higher must compete on this List. Participations and Tournament Wins on the Knights' List can be applied toward Knightly Rank in lieu of Journeymen's Lists Participations and Tournament Wins.

B. Tournament Entries

1. Participants of any age are allowed to enter a Journeymen's List or Knight's list.
2. An Artisan can submit one item per Crown event or up to four items per war. Tournament Win's will be awarded in accordance with the bylaws.
3. The entry shall consist of work of which 90% shall be by the Artisan who is submitting it.
4. The entry shall have never before been judged at an Adrian Event or an event where an Adrian war or event participation point was earned.
5. The entry shall be at least one major point of difference from any other item entered by the Artisan.

For example: An artisan may enter a new embroidery using a different pattern, make an improved tunic in a different fabric and decoration, sing a different song, perform a different dramatic piece, or attempt a new recipe. An artisan cannot make the same T-tunic in a different color and be a valid entry, or cook the same dish using the same quantities and ingredients, or sing the same song or perform the same dramatic piece.

6. Remakes to significantly improve quality will be considered a major point of difference if the entry did not previously score a Tournament Win. Entries that have achieved wins can be entered as Masterwork or Masterpiece projects only.
7. The Artisan shall be present when the item is judged. If an item is judged outside a tournament or war, the Artisan will gain the win, Masterwork,

Masterpiece or participation point at the next event attended by the Artisan thereafter. The hardcopy documentation for the entry will be available for display.

8. The entry shall be in accordance with The Bylaws of the Adrian Empire, Inc. Items scoring a zero in authenticity will be pulled from the judging and will not be eligible for a Win or an Arts Participation point.
9. Human beings are not allowed as Arts projects. *For example, no children, Squires, sibling's, etc.,*
10. Animal husbandry projects are allowed but must fall within the local mundane statutes and laws governing that activity. *For example: falconry, equestrian training, breeding projects, and sheep to cote projects*.
11. Research papers are allowed, but must be turned in for judging 30 days in advance of the event for which the participation point will be earned. The judges must have two weeks to be able to evaluate the sources.
12. Group entries with more than 3 primary participants must notify the Royal A&S Minister of the entry at least 30 days in advance to allow the minister to coordinate having at least one judge per primary participant. Each person in a group entry must provide his or her own hardcopy documentation. Persons with a secondary role, such as walk on part in a play may be eligible for an arts participation point.

C. Judging

1. Each Tournament entry shall be judged by a minimum of three (3) qualified Judges in accordance with the Imperial Judges Handbook, appendix B.
2. If the group entry is very large the judging of the entry can be delayed to be judged at the next Imperial or Crown War. The Royal A&S Minister must have the Crown's approval for a delay over 60 days.
3. A group entry with greater than 3 primary participants must have at least one judge per primary participant or role. Secondary *participants (for example a walk on part in a play*) may be eligible for participation points based on documentation and performance, but should not require a separate judge.
7. Artisans may not judge their own entry. A Judge should not be a family member or close affiliate or participating in the lists if possible.
4. The Judges shall be selected based on their subject knowledge and expertise related to the type of entry.
5. The Herald should announce the Judges, before the tournament begins. A list of qualified judges, including alternates, shall be available to the Artisan to read.
6. The Judges shall each adjudicate and score all entries in accordance with the Imperial Judging Handbook. Each point, which affects the artisan’s score, should be explained in writing on the comment cards.

7. The Judge's scores shall be averaged for a Final Entry score.
8. Awards will be determined based on the averaged Final Entry score.

D. Tournament Rules

Each tournament shall be run in accordance with Appendix A, Tournament Procedures.

E. Tournament Awards

1. Tournament Wins

a) A Knights List Win will be awarded for each Knight's List entry scoring 28 points and higher.

b) A Journeymen's List Win will be awarded for each Journeymen's List entry scoring 25 points and higher.

c) Multiple Wins may be awarded each Tournament or War, or no Wins may be awarded.

d) The number of wins recorded per month for each individual artisan will be in accordance with the Bylaws.

2. Participation Points

a) Every Apprentice and Journeyman that submits an Entry to be judged, provided the entry has a final score of 10 and above, shall receive an Arts Participation point.

b) Every Master, Knight, etc. that submits an Entry to be judged, provided the entry has a final score of 15 and above, shall receive an Arts Participation point.

c) Every Minister (Tournament Facilitator, List Mistress, Judge, Scribe, etc.,) who assists in the tournament shall receive a Ministry Participation point.

3. Masterwork

A Masterwork can be awarded at the Judges discretion for those pieces that score a 30 or higher.

A Masterpiece can be awarded at the Judges discretion for those pieces that score a 33 or greater.

F. Children's Tournaments

Children's Tournaments shall be optional, but are highly recommended, especially at wars. The following are basic guidelines for the running of Children's Tournaments.

1. Levels of Participation shall be determined by the age of the Child. Any Child who wishes to participate on the Journeymen's or Knights' List may do so, even if there is a Children's List available.

a) Ages 4 - 6 years - Apprentices' List

b) Ages 7 - 9 years - Craftsmen's List

c) Ages 10 - 12 years - Artisans' List

2. Each Child who places an Entry upon the List shall receive a favor consisting of a nine (9) inch black cord or leather thong and a wooden bead.
3. Awards shall be given to the best three (3) entries on each list.
   a) First Place - one (1) gold bead or gold equivalent.
   b) Second Place - one (1) silver bead or silver equivalent.
   c) Third Place - one (1) copper bead or copper equivalent.

Note: Prizes may be awarded in addition to the favors at the autocrat's option.

4. There shall be no Arts Participation Points or War Points earned toward achieving Knightly rank by participating in a Children's Tournament. No war points shall be determined by the Children's Tournament.
5. All Entries shall be primarily the work of the Child. Children on the Apprentice List shall have a short note written by the supervising adult explaining what the entry is; entries on the other lists should have a short note written by the Child (help is okay) telling what the entry is and what makes it special. All Entries should have something to do with Adria or the Adrian Era.
6. All Entries shall be judged on the following areas: creativity, complexity and craftsmanship. The Judges shall be selected by the Children's Mistress from among the parents and volunteers

V. Wars

A. War Points

There must be at least one (1) eligible Entry on a List for a War Point to be awarded for that List.

War Points may be split between contenders in the event of a tie.

B. War Lists

The qualifications and restrictions shall be the same as in Tournament for determining the level of participation for Journeymen’s or Knights' List.

1. A List shall close no sooner than, fifteen minutes after the List Mistress has contacted both Contenders of the pending closure of the lists and no later than the initial entry in a particular list being judged. All artisans shall have their Entries available to be judged at the closing of the List. No tournament wins can be earned in addition to the monthly tournament wins, unless it is an Imperial Tournament.

C. War Entries

1. The War Entries shall meet the same requirements as the Tournament Entries.

D. War Judging

1. Each War entry shall be judged by at least three (3) qualified judges.
2. Judging panels will have four qualified judges, 3 main and one alternate judge. The panels should be representative of the armies in the war, and will not favor any army or faction and be chosen for subject matter knowledge and expertise according to each type of entry.
3. The pool of judges should be decided prior to the war based on qualified judges who have notified the Arts Minister of their willingness to judge.
4. The Contenders, the Contender's family, and any direct vassals (has sworn personal fealty to the contender) cannot judge.
5. An Artisan who has also entered the Lists at a War may not judge more than 30% of the entries.
6. An Artisan cannot judge their own work. A Judge should not be a family member or close affiliate if possible.
7. All judging shall be performed as in a standard Arts Tournament.
8. A Tournament Win shall be awarded to Artisans who have qualifying scores.
9. Masterworks and Masterpieces can be awarded.

E. Awarding War Points

1. War points will be awarded in accordance with the scenario and the Bylaws.
2. All entries in the Journeymen's list with a final entry score less than 10 will be removed from the lists. All entries in the Knights' list with a final entry score less than 15 will be removed from the lists. These entries will not count in the point totals for the contenders. Any list with all entries removed will result in no war point being awarded.
3. Group Entries count only as one entry in the point totals.

F. War Scenarios

War scenarios will be run in accordance with the Bylaws.

G. Artisan Awards at Wars

1. ~~Tournament wins shall be awarded to the artisans who qualify. These wins shall be in addition to any monthly tournament win, which may be earned during the month.~~ This is in conflict with the Bylaws – leave it in as struck with this notation
2. All Apprentices and Journeyman, who compete upon a List, and whose entry receives a final entry score 10 and greater, shall receive one (1) War Participation Point.
3. All Artisans, who compete upon a List, and whose entry receives a final entry score 15 and greater, shall receive one (1) War Participation Point.
4. All Artisans who compete upon a List shall receive a maximum of one (1) Participation Point. This Participation point shall be in addition to any monthly Participation Points, which may be earned for the month.
5. A Masterwork or Masterpiece can be awarded each entry.

VI. Complaints, Appeals

The A&S Minister and/or the Crowns can allow or order an item to be re-judged by different judges based on complaints or appeals. As much information should be provided about the entry and judging in the complaint or appeal, including judging forms, pictures of the entry and hardcopy documentation copies. Charges may be filed by the A&S Minister or Crowns and enacted in accordance with the bylaws.

A. Complaints

Complaints of biased judging, plagiarism, and any other cheating or misconduct are made to the Royal Minister of A&S for Crown events and to the Imperial Minister of A&S for Imperial Events.

1. All verbal complaints must be followed up in writing to the Royal A&S Minister and the regional Crowns within 30 days.
2. If the complaint is about the regional A&S Minister, the complaint must go to the presiding Crown and be cc'd to the Imperial A&S Minister.
3. The regional Crown and A&S Minister must investigate and resolve the complaint within 60 days of receiving the written complaint.
4. Any complaint not resolved should be forwarded to the Imperial A&S Minister.

B. Appeals

Scores that are inconsistent with other judges and the judging handbook may be appealed to the A&S Minister.

1. Appeals may be made verbally, but must be followed up by a written request within 30 days of the judgement. Copies of the judges' forms must be provided in the appeal.
2. Scores that do not fall within 5 points of each other should be reviewed at each event by the A&S Minister and the Crowns and verified with judges to determine that scoring was done in accordance with the Judges Handbook.
3. Discrepancies between comments and scores can be appealed to the A&S Minister

VII. The Collegium

A. Definition and Function:

The Collegium shall be a series of informative and interactive classes that broaden our understanding of the Adrian Era during the time period specified in the bylaws.

B. The Collegium

The Collegium shall consist of a series of classes covering various topics of interest to the region.

1. Collegium autocrats and teachers can receive up to two DI's per calendar year for organizing or teaching. Teachers and autocrats may receive a Demo Participation Point (DP) for each additional classes taught or organized during the calendar year at the approval of the ruling noble. These classes must also meet the above requirements.
2. Each of the Chartered Guilds in the Region is encouraged to present a Collegium.
3. The Arts Collegium could easily be combined with training in Ministry and Combat.
4. There must be at least 10 people attending the class to receive a Demo Initiation point or the DI may be awarded by the ruling Noble. Attendance can be cumulative.
5. No individual may do more than 2 classes per year for Demo Initiation points, and each class should be on a different subject.
6. The class subject must be approved by the ruling Noble and announced 30 days in advance to be eligible for a DI.
7. It shall be open to members and non-members to attend.
8. A site fee may be charged to cover the expenses incurred by the autocrat.
9. A Collegium autocrat may earn one Demonstration Initiation (DI) Point for organizing classes if the class meets the above requirements.
10. Collegium Attendees can receive one DP for attending a Collegium.
11. The Arts and Sciences classes can be presented as Collegium, in any format, as long as the following criteria are met.
    a) The classes shall provide information to the populace about the Arts and Sciences during the Adrian Era during the time period specified in the bylaws.
    b) Each class presentation shall be a minimum of twenty minutes in length not including questions.

c) Each class shall allow for a question/answer session at the end of each class.

d) Each class shall provide a handout of source material for further information or have sources on hand for review.

e) Autocrats must provide all materials necessary to make the class interactive.

12. All guilds that are presenting shall be allowed to recruit Guild members after the class is concluded. Guild information and contact names shall be provided in writing.

Appendix A Tournament Procedures

I. Royal Minister of Arts and Sciences Responsibility Checklist

The Royal Minister of Arts and Sciences shall:

1. Bring the Judging Forms, Entry Forms, sign-in sheets, stapler, clipboards, pens, a calculator, the Arts Manual, and it's associated appendices to the tournament. Depending on site conditions, they may want to bring blanket or sheet for the table to provide a clean surface to work on.
2. Bring "thank you for participating" sheets for entrants.
3. They may bring optional judges tokens/gifts and favors/prizes for entrants.
4. Identify the pool of available judges and scribes for the Arts List that day.
5. Set up an Arts Table with entry and judging forms and a shady clean area for the arts to be displayed and judged.
6. Arrange for the Herald to announce that the Arts List table is opened.
7. Arrange for the Herald to announce the closing of the Lists fifteen (15) minutes before the lists actually close.
8. After the entries are identified, select at least (3) qualified judges per entry based on expertise and subject knowledge for each entry, knowledge and their ability to follow the judging process laid out in the Imperial Judges Handbook. An artisan may not judge or scribe their own entry.
9. Announce the judges or identify the judges to the artisan for their item and allow the artisan to pull their entry if they choose, or request another judge.
10. Ensure each judge swears the judge’s oath prior to judging.
11. Ensure each participant swears the entrant's oath prior to entering.
12. Review the scores presented by the judges and confirm that the scores do not reflect more than 5 points between the highest and lowest scores. Caucus the judges involved and discuss the reasons behind the discrepancy. Ask if any wish to change their score. Arbitrate any judging issues. If the discrepancy still exists and the ASM feels that a re-judging may be necessary, consult with the Crown to determine if re-judging is warranted. Note the decision on the record sheet. The preference is to re-judge the entry with three new qualified judges.
13. Average the Judge's scores for a Final Entry score.
14. Determine awards based on the averaged Final Entry score. Multiple Wins may be awarded each Tournament or No wins may be awarded.

a) A Knights List Win will be awarded for each entry scoring a minimum of 28 points.

b) A Journeyman's List Win will be awarded for each entry scoring a minimum of 25 points.

c) Masterwork Wins may be awarded for scores of 30 with the recommendation of the judges.

d) Masterpiece Wins may be awarded for scores of 33 and above with the recommendation of the judges.

15. Compile the judges' sheets to be handed back to the Artisans.
16. Wrap the judging sheets in a "Thank you for Participating" sheet and include a document receipt signed by the Royal A&S Minister.
17. Inform the Crowns when judging has been completed so that they may view the entries. Ask if the Crown Herald may announce that the judging has been completed and offer the populace an opportunity to view the entries.
18. Distribute all signed judging sheets to the artisans.
19. Ask if the Crown Herald may announce that the entries may be retrieved.
20. Request of the Crown Herald to place the announcements of the winners on the docket for court business, or request the Crown Herald to announce the winners.
21. Finalize the tournament lists of participation, and wins for all tournaments held monthly and forward them to the Royal Minister of Rolls.
22. Finalize the judges' sheets, score sheets, documentation, and wins for all tournaments and forward copies to the Imperial Minister of Arts and Sciences.

II. Judges Responsibility Checklist

All Judges shall:

1. Swear and uphold the Judges Oath:

"Here do I swear, by mouth and hand, to fairly and impartially Judge all Entries placed before me; to be constructive in my criticism, instructive in my comments, and freely praise all areas of excellence I may find. So say I, ---(name here)---."

2. Fairly and impartially judge all Art Entries in accordance with the Imperial Judges Handbook.
3. Justify all scores with constructive criticism, advice, and positive feedback in areas of excellence.
4. Be held responsible for reading any written documentation provided.
5. Score all entries in accordance with the Imperial Judges Handbook. Rationale for the judge's score should be explained in writing on the comment sheets.
6. Look up and assess sources and conclusions made in research papers prior to the final event where the paper will be judged.
7. Ask questions of artisans when the documentation does not cover or justify an aspect of the entry.
8. Remove themselves from Judging any Art Entry for which they cannot be unbiased and/or positive.
9. Verify Scribes notes and scores on all Judging Sheets prior to signing them and giving them to the List Mistress/Master.
10. Teach Scribes the finer points of Judging.

III. Scribes Responsibility checklist

Scribes shall:

1. Assist the Judges in the recording of comments and rating scores on the Judging Sheets.
2. Learn the finer points of Judging through interaction with judges during the Judging process.
3. Assist the List Mistress/Master in notifying Artisans as necessary.
4. Assist the list Mistress/Master in determining the Entry Scores as necessary.

IV. Artisan Responsibility Checklist

The Artisan shall:

1. Be present at the event in which the Entry will be judged.
2. Responsible for making the Entry available to be judged.
3. Swear and uphold the Artisans Oath:

"Here do I swear, by mouth and hand, to be an honorable and chivalrous competitor, to assume that those who judge my entry act in good faith and honor, and that I have executed this entry myself and documented where I have not. So say I, ---(name here)---."

4. Have the right to remove their entry from competition after getting a list of the judges.
5. Have the right to ask for a fourth judge.
6. Provide all hardcopy documentation to the judges before judging of the entry begins. Artisans can ask for an oral or visual presentation in addition to the hardcopy documentation and should remain available for a question and answer period. Provide source material that supports any unusual claims, methodologies or materials.
7. Provide research papers to the Minister of Arts and Sciences a minimum of 30 days prior to the event where the final judging will occur.
8. Remove themselves from the judges' presence during the final scoring.
9. Be responsible for claiming the entry after the tournament.

Appendix B Imperial Judging Handbook

Appendix C Documentation Worksheet

The following sheet should be filled out for each entry. Additional documentation is highly recommended. Each Artisan should look at the Judges Guidelines to help determine the appropriate questions to answer for the type of entry.

Arts and Sciences Documentation Summary Sheet

Title of Entry:_____ Date: _____

Adrian Name of Artisan:_____ Mundane Name:_____

__KL__ JL __ MW__MP Subdivision:_____

Period/Date: _____Country of Origin/Style:_____

Description of Entry:_____

_____

_____

_____

_____

_____

_____

Materials Used (explain period materials used and substitutions used in your entry):_____

_____

_____

_____

_____

_____

_____

Processes/Techniques Used (explain period techniques and substitutions used in your entry):_____

_____

_____

_____

_____

References/Sources:_____

_____

_____

_____

_____

_____

Additional Notes (On presentation, history, etc):_____

_____

_____

Appendix D Forms

The A&S Forms include:

Entry List
Judging Forms
Masterwork/Masterpiece Project Request
Judges Summary Sheet