



# **IMPERIAL ESTATES WRIT #1**

# **MANUAL OF ARTS AND SCIENCES**

AS ADOPTED JULY 2002

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

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## PREFACE

The Arts and Sciences Manual of the Adrian Empire, Inc., July 2006, shall supersede all previous and contingent Arts and Sciences manuals.

## I. MINISTERS OF ARTS AND SCIENCES

The responsibilities of the Imperial and Crown Ministers of Arts and Sciences (MA&S) are as follows:

### 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:
  - Knight Robe or higher and
  - 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 Arts and Sciences Manual 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. (No items with oral documentation will be accepted.)
  - 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 all 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 MA&S or equivalent, in the absence of the Imperial MA&S.)
  - g. Prepare and maintain regional lists of qualified judges on the Knights' and Journeyman's Lists based on collegium information from the local regions.
  - h. Serve as the MA&S for an artisan's Masterwork project in the absence of a Royal MA&S. Oversee the rejudging of Masterwork projects as required.
  - i. Hold at least one (1) 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.

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**B. IMPERIAL DEPUTY MINISTER OF ARTS AND SCIENCES**

1. Function: Assisting the Imperial MA&S 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 Imperially-sponsored events and wars.
  - d. Assist in the education of artisans on the requirements for knighthood in the arts.
  - e. Report to the Imperial MA&S 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:
    - Knight Robe or higher and
    - 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, Royal Estates, and the Imperial MA&S 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 MA&S at a war, a tournament facilitator shall be appointed, who shall meet the same minimum requirements.)
    - e. Finalize the tournament lists of participation, judges scores, and wins for all tournaments held and forward monthly to the Royal Minister of Rolls and Imperial MA&S.
    - f. Hold a minimum of two (2) judging collegia each year, to qualify all who wish to judge. Maintain an updated list of qualified judges, and forward 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 (1) judge to oversee the Masterwork process.
    - j. Review Masterwork project entries that are not awarded the title of 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.

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**D. ROYAL DEPUTY MINISTER OF ARTS AND SCIENCES**

1. Function: Assist the Royal MA&S in creating a positive, interactive learning environment.
2. Requirements: Master or higher
3. Responsibilities:
  - a. Assist the Royal MA&S in developing and enacting programs, which honor excellence and promote education in the arts.
  - b. Report to the Royal MA&S 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. When a member has not entered an art or judged an art for one full year, the member will re-qualify themselves with the Minister of Arts and Sciences or his/her Deputy before judging at tourney or war. A judge may be authorized to judge by the MA&S based on experience outside the Adrian Empire. The MA&S must inform them of the basic rules and procedures described herein prior to judging.
  - a. Knights' List:
    - Knight Robe or higher or
    - Experience judging at least three (3) Journeymans' List tournaments
  - b. Journeymans' List:
    - Expert (who has a masterwork or makes a living or as a degree with an art) or higher, or
    - Master with experience scribing at least three (3) tournaments, or
    - Member of the chivalry/Royal Crown who has been qualified by the MA&S to judge
3. Responsibilities:
  - a. All Judges shall swear and uphold the judge's oath (Appendix C).
  - 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 arts entry if they cannot be unbiased or positive.
  - f. Verify scribes' notes and scores on all judging sheets prior to signing them and giving them to the List Mistress/Master.
  - g. Teach scribes the finer points of judging.

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**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.
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 MA&S or Deputy MA&S, 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
    - 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. Entries include tournament entries, war entries, or masterwork 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 (12 POINTS TOTAL)

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 (6 Points)

Minimum documentation must be provided in written form. The minimum information suggested is described on the documentation worksheet (Appendix D). 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 tradeoffs 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;
- 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 describe the performance style and technique used in comparison to the period performance style and techniques?

#### 2. Authenticity (6 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 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.

Some examples of items that are not authentic (and not acceptable) 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



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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 or 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. CRAFTSMANSHIP (10 POINTS)

Craftsmanship scoring will include evaluation of the following aspects:

- How well is the piece made (or performed)?
- 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 successfully implement an unusual and/or difficult technique?

#### C. FUNCTIONALITY (2 POINTS TOTAL)

Functionality scoring will include the following criteria:

- How well does it function with respect to its historical purpose (and are the materials and choices appropriate to said function)?

#### D. DIFFICULTY/COMPLEXITY (6 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?
- Did the craftsman attempt an unusual and/or difficult technique?
- Does it demonstrate complex technique as a process?
- Was the scope of work 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/direction of multiple individuals required and achieved?

#### E. 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

#### A. DEFINITION

A Masterwork (MW) is an entry, which 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 which meet or exceed the Masterwork requirements set forth below.

#### B. MASTERWORK REQUIREMENTS

1. A masterfully recreated example of an art form which represents 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 possible 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, shall be included. The written paper shall reference at least one (1) primary source and two (2) secondary 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

A secondary source is:

- An entry or description in dictionaries, encyclopedias, books, and articles that interpret or review research works

3. The artisan must be able to answer questions about their entry asked by the judges.

#### C. AWARDING THE TITLE OF MASTERWORK

1. A Masterwork is awarded under two (2) 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 by three or more judges.
  - b. An artisan successfully completes a Masterwork project.
2. 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.
3. The Masterwork allows the artisan to be considered an expert, if not yet a Knight Robe, until knighted, granting the right to sit as a judge.
4. Copies of the Masterwork documentation shall be submitted to the Imperial MA&S to be kept on file, for the purpose of educational reference. Photographs of the Masterwork project may be attached (optional). The copy of the artisan's original Masterwork project request form (Appendix D) 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 PROJECT

1. **Function**
  - a. Teach artisans what is required to earn a Masterwork.
  - b. Assist artisans to master a new field in the arts for a Masterwork.
  - c. Ensure artisans know how to teach their craft before becoming an arts knight for Masterwork.
  - d. Encourage excellence in the arts, by working with the artisan to achieve a Masterwork entry.

## 2. Project Request Form

- a. The artisan must fill out a Masterwork project request form (Appendix D), and turn it in to the local MA&S. The judges must be selected and approved within two (2) weeks of receipt of the form. The MA&S 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 MA&S prior to submission.
- b. The judges and artisan can discuss the project, prior to any submissions by the artisan.
- c. The project must be approved, by the three judges, as meeting the Masterwork requirements in difficulty and complexity prior to actual entry submission.
- d. The MA&S 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

- a. There shall be three (3) judges selected:
  1. One chosen by the artisan
  2. Second chosen by the Royal MA&S
  3. Third agreed upon by both artisan and MA&S

*Note: If there is no MA&S, the seated Crown in the chartered subdivision can select the judges with the artisan, or the Crown can request the Imperial MA&S to select judges within the Empire to judge.*
- b. The judge selected by the Minister should have expertise in the art form being judged. They shall be knights or experts, if available.
- c. They will be qualified to judge the tournament Knights' List prior to judging a Masterwork.
- d. The project shall be reviewed and judged, by the same selected judging panel three (3) times or until the project is awarded the title Masterwork. Judges may be asked for input prior to an official judging by the panel. The judges for the MW project do not have to be the same judges that originally judged the piece or parts of the piece at a tournament or war.
- e. Judges can request to be removed from judging a project. They must work with the persons who selected them to find a replacement.
- f. A judge should not be a family member or close affiliate if possible.

*Note: It is the responsibility of the Royal MA&S to oversee the judging process and to assist the artisan in any way possible. The Royal MA&S will review MW project entries that are not awarded the title Masterwork after three (3) submissions. If the Royal MA&S feels the item is deserving, they can have the item judged one (1) additional time, by three (3) new judges as a Masterwork. The item can only be re-judged once.*
- g. The artisan may "turn down" only one (1) judge.

## 4. Project Review

The artisan can submit his/her entry for review a maximum of once per month. The judges should assist the artisan in obtaining information sources and techniques. The artisan is encouraged to see information from sources other than the judges between reviews to gain a broader understanding of the Arts. The artisan shall be allowed, and encouraged, to submit his/her entry for review prior to completion in order to obtain direction, guidance, and assistance from the judges. Artisans are encouraged to seek the judges' guidance and input through all stages of the documentation and the project itself. That way, if the judges see a problem area, they can help the artisan to correct it before the final submission. All questions on the documentation and the project should be in writing so the artisan can have hard copy of needs to be included, corrected or improved.

## 5. Project Judging

Once the project is complete, it may be submitted for judging.

- a. The Masterwork 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 project, it can not be entered in tournament.
- b. The project may be judged initially at a tournament or war prior to Masterwork project submission.
- c. Individual components of a project may be judged independently at tournaments or wars and combined to be judged as a Masterwork project.
- d. The artisan can submit their entry for review a maximum of three (3) times.
- 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. 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 after three (3) submissions, the artisan and judging panel must take the entry before the Royal MA&S for review. The Minister of Arts and Sciences will make the final decision on whether this project meets all the requirements set forth in the Masterwork Project outline.

## 6. Judging Guidelines

The judges shall determine a Masterwork by:

- Reading the paper submitted by the artisan
- Comparing the entry to the information provided
- Asking questions of the artisan

Some questions the judges should ask themselves:

- Is the project's quality of work good, and shows the artisan makes an all-out effort on their Masterwork Project?
- Did this project follow the description provided in the project request?
- Did the artisan answer all the questions the judges put forth?
- Is the project of sufficient complexity?
- Was it a challenge?

Examples of what judges should expect:

- Understanding of the techniques, materials used to create the art in the time period selected.
- Understanding of the historical political, social and economical influences upon the art in the time period selected.
- Understanding of the development of the art from previous time periods and how the artisan's entry was representative of the time period selected.
- Understanding of the teaching and learning of the art, and who was considered to be masters at the time.
- Understanding of the regional differences upon the art.
- Implementation of the historical art in a modern example created by the artisan reflecting the complexity required for a Masterwork.

## 7. **Entering Masterwork Components**

If component pieces of a Masterwork Project can be identified as separate items, they can be submitted for judging in regular tournaments such that the combined total is then submitted as a Masterwork project when all is completed. An artisan may submit the entry in Tournament first (for a participation point) and then again before the Masterwork Project judging panel if the Tournament win for the entire project does not receive a Masterwork at that time. For example, if the artist chose to put together a 15th century archer's costume, the artist could enter the chauses, drawers, undershirt, cap, hat, doublet, shoes, and hood all as separate entries. Using the results of the judging, the artist can improve these items and then resubmit the total as a final "archer's costume". If additional improvements need to be made to receive a Masterwork for the costume, the artist can use the Masterwork Project to resubmit the entry.

The artist is not to enter the hose and doublet separately, then the same hose and doublet together, and then later as the hose and doublet as a part of the archer's costume entry. Each individual item can only be re-entered in a list one (1) additional time with the goal of achieving a tournament win or Masterwork. A single time may be re-entered twice if there has been a significant modification to the project such that it should be able to gain a TW.

# IV. TOURNAMENTS

## A. THE TOURNAMENT LISTS

There shall be two (2) tournament lists which shall count toward knighthood:

### 1. **Journeyman's List**

Once an artisan has achieved a Tournament Win on the Journeyman's list they have the option of either remaining on the Journeyman's List or elevating to the Knight's list. They may only move to the Knight's List with Crown approval. If an Artisan chooses to remain on the Journeyman's list, they can take no further Tournament Wins on that list toward advancement to Knighthood. Once an Artisan has 8 participations, 1 Journeyman's Win, and 2 DP's in Arts, they must move up to the Knight's List.

### 2. **Knight's List**

For artisans of any rank. Experts (one who has a Masterwork 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 Journeyman's Lists participations and tournament wins.

## B. TOURNAMENT ENTRIES

1. Participants of any age are allowed to enter a Journeyman's List or Knight's List.
2. An artisan can submit one item per Crown event or up to four items per war. Tournament wins 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 not ever have been judged at any 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. *Note: This means that an artisan cannot remake the same dress, perform the same song, story or poem, make an identical box, etc.*
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 only be entered as Masterwork projects.
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, or participation point at the next event attended by the artisan after that entry. 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; no children, squires, sibling, 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, sheep to cote projects.
11. Research papers are allowed, but must be turned in for judging thirty (30) days in advance of the event for which the participation point will be earned. The judges must have two (2) weeks to be able to evaluate the sources.
12. Group entries with more than three (3) primary participants must notify the Royal MA&S of the entry at least thirty (30) days in advance to allow the minister to coordinate having at least one (1) judge per primary participant. Each person in a group entry must provide their own hardcopy documentation. Persons with a secondary role, such as walk on part in a play may be eligible for an arts participation point, but should not require a separate judge.

## C. JUDGING

1. Each tournament entry shall be judged by a minimum of three (3) qualified judges in accordance with the Judging Handbook.
2. If the group entry is very large, the entry can be delayed to be judged at the next Imperial or Crown War. The Royal MA&S must have the Crown's approval for a delay over sixty (60) days.
3. A group entry with greater than three (3) primary participants must have at least one (1) 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.
4. An artisan may not judge their own entry. A judge should not be a family member or close affiliate if possible.
5. The judges shall be selected based on their subject knowledge and expertise related to the type of entry.
6. 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.
7. The judges shall each adjudicate and score all entries in accordance with the Judging Handbook. Each point which affects the artisan's score, should be explained in writing on the comment cards.
8. The judge's scores shall be averaged for a final entry score.
9. Awards will be determined based on the averaged final entry score.

## D. TOURNAMENT RULES

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

## E. TOURNAMENT AWARDS

### 1. **Tournament Wins**

- a. A Knight's List win will be awarded for each entry scoring 28 points and higher.
- b. A Journeyman's List win will be awarded for each 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 shall receive an arts participation point.
- b. Every master, knight, etc. that submits an entry to be judged 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 is awarded for those pieces that score 30 or higher by three or more judges.

## 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 journeyman's or knight's 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 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. CONTESTED 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

1. The qualifications and restrictions shall be the same as in tournament for determining the level of participation for Journeyman's or Knight's List.
2. A list shall close no sooner than fifteen (15) minutes after the List Mistress has contacted both contenders of the pending closure of the lists each day of the war 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

An artisan may enter up to 4 entries.

War entries shall meet the same requirements as the tournament entries with the following exceptions:

- An entry shall not be eligible for a win, and therefore not eligible for a war point, if submitted after the closing of the list.
- The level of participation for group entries, Journeyman's or Knight's List, shall be determined by the most advanced artisan in the group. (If one artisan is qualified for the Knight's List, then the group entry shall be placed on the Knight's List.)

### D. WAR JUDGING

1. The War shall be judged by at least three (3) qualified judges per entry. Four (4) judges are recommended, with three (3) primary and an alternate judge designated.
2. Judging panels will have four (4) qualified judges; three (3) main and one (1) 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 MA&S of their willingness to judge.
4. The contenders, the contender's family, and any direct vassals (have sworn personal fealty to the contender) shall not judge.
5. An artisan who has also entered the lists at a war may not judge more than 50% of the entries unless there are too few judges willing to serve.
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 can be awarded.
10. The Minister of Arts and Sciences shall discuss any scores where one score is five (5) or more points from the next closest score with the judging panel prior to it being recorded by the List Mistress. All judges on the panel must initial each change to a score. A notation discussing the reason for the score change must be made. If the Minister of Arts and Sciences and the Crown feel that one of the judges is biased or unreasonable, two additional judges may be selected to judge the piece. If an alternate judge participated in the judging, their score may be substituted for the out-of-range score. Neither the Minister of Arts and Sciences nor the Crown may change or "adjust" arts scores.



## E. AWARDING WAR POINTS

1. War points will be awarded in accordance with the scenario and the Bylaws.
2. All entries in the Journeyman's List with a final entry score less than ten (10) will be removed from the lists. All entries in the Knight's List with a final entry score less than fifteen (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.
4. There will be no points awarded if there are none to award.
5. If there is a tie, the point will be split.

## F. WAR SCENARIOS

*The following is a spring-board proposal (a jumping-off point for a final draft). The eight (8) points would be awarded to the armies based on different strengths. Just as it is not always the larger army that wins in combat, but rather the army with the most skill. Yet sometimes the most skill cannot withstand the onslaught of so many numbers. The best Ministers of War create scenarios that will benefit both skill and numbers. It is law that there must be a champion's battle. A one man army may win a point if they are the most skilled. Because skill should count in every war and the number of people that want you to rule directly correlates with the successfulness of your reign, there is a blending of methods to determine how points are awarded. This would be similar to having a champion's battle, open field battle and a bridge battle. All require different strengths! Perhaps you will see problems in this suggestion but it will open doors to new ideas that will strengthen yours!*

One (1) point in each list (Journeyman and Knight) will be awarded for each of the following categories:

### 1. **Highest Total**

The army with the highest total points on each of the lists.

This is the same system that has been in place, minus the categories.

### 2. **Highest Average**

The army with the highest average points on each of the lists. All scores will be tallied for these points. This is NOT be a percentage of the whole, but determined for each army (total points per army/number of entries per army).

### 3. **Most Total Wins**

The army with the most total wins awarded on each of the lists.

### 4. **Highest Score for an Individual Entry/Most Total Masterworks**

#### a. Highest Score for an Individual Entry

The highest arts score awarded on the Journeyman's list. Ties would divide the point by percentage.

#### b. Most Total Masterworks

The army with the most total masterworks awarded on the Master's list.

## G. ARTISAN AWARDS AT WARS

1. All apprentices and journeyman, who compete upon a list, and whose entry receives a final entry score above ten (10) shall receive one (1) war participation point.
2. All masters and Knights, who compete upon a list, and whose entry receives a final entry score fifteen (15) and greater, shall receive one (1) war participation point
3. All artisans who compete upon a list shall receive a maximum of one (1) war participation point (which is a not the same a monthly participation point).
4. A masterwork can be awarded for each entry.

## H. WAR ADMINISTRATION

1. Scores for each army and list will be tallied on separate tally sheets.
2. A copy of all forms, sign-ins and tally sheets for each Crown War will be submitted to the Imperial MA&S.
3. Any changes or corrections to documents or forms made during the war will use a single cross through, with the new information identified or rewritten on a subsequent line. Each change must be initialed and annotated with the reason for the change.
4. All documents must be made available to the contenders at the end of Saturday and at the end of the war.
5. All comment cards shall be available to the artisan no later than 1 hour after judging has been completed. These should be returned with the entry.

## VI. COMPLAINTS, APPEALS

The MA&S or the Crown can allow or order an item to be rejudged 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 MA&S or Crown and enacted in accordance with the bylaws.

The Minister of Arts and Sciences shall discuss any scores where one score is 5 or more points from the next closest score with the judging panel prior to it being recorded by the List Mistress. All judges on the panel must initial each change to a score. A notation discussing the reason for the score change must be made. If the Minister of Arts and Sciences and the Crown feel that one of the judges is biased or unreasonable, two additional judges may be selected to judge the piece. If an alternate judge participated in the judging, their score may be substituted for the out of range score. Neither the Minister of Arts and Sciences or the Crown has no authority to change or “adjust” arts scores.

### A. COMPLAINTS

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

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

### B. APPEALS

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

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

## 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. Each of the chartered guilds in the region is encouraged to present a collegium.
2. The arts collegium could easily be combined with training in ministry and combat.
3. Guidelines and restrictions for teaching classes shall be in accordance with the Bylaws, including Continuing Crown Writ #6 Demo Initiations, and #8. Classes.
4. Each class a person gives within a twelve-month period must be on a different subject unless it is required for a ministry position.
5. It shall be open to members and non-members to attend.
6. A site fee may be charged to cover the expenses incurred by the autocrat.
7. Collegium autocrats and teachers may earn one (1) demonstration initiation point (DI) per class if it meets all requirements.
8. Collegium attendees can receive one (1) demo participation point (DP) for attending a collegium.
9. 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 (20) minutes in length, not including questions.
  - c. Each class shall allow for a question/answer session at the end of the 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.
10. 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.
11. Scribing three (3) times for qualified arts judges shall be considered the same as having taken an arts judging collegium.

## APPENDIX A: TOURNAMENT PROCEDURES

### A. MINISTER'S RESPONSIBILITY CHECKLIST

The Royal MA&S shall:

1. Bring the judging forms, entry forms, sign-in sheets, stapler, clipboards, pens, a calculator, blanket or sheet for the table, the arts manual, and its associated appendices to the tournament.
2. Bring optional judges tokens/gifts and favors/prizes for entrants.
3. Bring "Thank You for Participating" sheets 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 three (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 Judging 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.
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 five (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 MA&S feels that a rejudging may be necessary, consult with the Crown to determine if rejudging is warranted. Note the decision on the record sheet. The preference is to rejudge the entry with three (3) 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 twenty-eight (28) points.
  - b. A Journeyman's List win will be awarded for each entry scoring a minimum of twenty-five (25) points.
  - c. Masterwork wins will be awarded for scores of thirty (30) points or higher by three or more 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 MA&S.
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 MA&S.

## B. JUDGE'S RESPONSIBILITY CHECKLIST

All judges shall:

1. Swear and uphold the judges' oath.
2. Fairly and impartially judge all arts entries in accordance with the Judging Handbook.
3. Justify all scores with constructive criticism, advice, and positive feedback in areas of excellence.
4. Score all entries in accordance with the Judging Handbook. Rationale for the judge's score should be explained in writing on the comment sheets.
5. Ask questions of artisans when the documentation does not cover or justify an aspect of the entry.
6. Remove themselves from judging any art entry, which they cannot be unbiased and/or positive.
7. Verify scribes notes and scores on all judging sheets prior to signing them and giving them to the List Mistress/Master.
8. Teach scribes the finer points of judging

## C. 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.

## D. ARTISAN RESPONSIBILITY CHECKLIST

The artisan shall:

1. Be present at the event in which it will be judged.
2. Responsible for making the entry available to be judged.
3. Swear and uphold the artisan's oath (Appendix C).
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 which supports any unusual claims, methodologies or materials.
7. Remove themselves from the judges' presence during the final scoring.
8. Be responsible for claiming the entry after the tournament.

## APPENDIX B: FREQUENTLY ASKED QUESTIONS

### **How do I move from the Journeyman's List to the Knight's List?**

The Journeyman's List is a training arena for new artisans. Once you have entered 8 Journeyman's lists, achieved 1 Journeyman's List Win, or achieved a Masterwork through a Masterwork Project, you have attained the rank of Master Artisan and must enter the Knight's list. Any artisan may choose to enter the Knights List and bypass the Journeyman's List.

### **If I'm a Master or a Knight (Artisan), can I enter an art I try for the first time on the Journeyman's List?**

No. Once you are a Master or Knight, you must enter on the Knights list.

### **If I'm an apprentice or a journeyman and entering in a war, can I enter one art in Knights lists, but the rest in Journeyman's list?**

Yes.

### **How can a MW be awarded at a tourney without going through the Masterwork Project procedures?**

If the judges see an entry that is exemplary, they can award a spontaneous Masterwork. This is not a project that is perfect - perfection is NOT what the judges are looking for. A masterwork is judged as excellent artisan-level work.

### **If I get a Masterwork do I also get a Tourney Win?**

Yes.

### **Could I win more than one tournament in a month?**

Yes, but only one will count towards earning rank.

### **Can I re-enter the same type of item?**

Yes. It must have one significant point of difference from a previous entry.

### **Can I re-enter the same item?**

Each item can be re-entered one time if improvements were made based on a prior judging that would make it a likely candidate for a tourney win or Masterwork or as part of a single composite entry with the goal of a tourney win or Masterwork.

### **Can entries be partial or incomplete?**

All entries must be complete. These must be able to be judged as a single entity.

### **In the past I could enter embroidery separate from a tunic and get 2 entries in one project. Is this still ok?**

The only way to do this is to enter the tunic first, and then the embroidery as a significant improvement to gain a tourney win. Normally the complexity of the two is added together to increase the complexity of that entry, making it more likely to achieve a tourney win or a Masterwork.

### **If I were to embellish a purchased item, is that a legitimate entry? If I, say, embroider a purchased shirt.**

Yes.

### **If I'm from out of town, how do my points get recorded in my own Region?**

The "Thank you for participating" page (Appendix D) describes the project, and the event. The Minister of Arts and Science and/or the Deputy Minister will sign it and place your comment cards in it. This is verification of participation and can be taken back to the local Minister for points. Of course, this is a back-up system because the Minister of Rolls will send your points on to your own Minister of Rolls.

### **Does my subdivision have to use the Matrices or Documentation Worksheet provided in this Manual?**

No, each subdivision may modify the matrices or documentation worksheet provided or create their own. These are to be used as examples. The documentation questions in this document are the minimum requirement for documentation, but subdivisions may add additional questions if desired. When not using a Matrix, the judges should itemize and provide scores for each complexity area.

## APPENDIX C: OATHS

### A. JUDGE'S 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, -----."

### B. ARTISAN'S 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, -----."

## APPENDIX D: FORMS

The approved forms are described here, as well as appended to the back of this manual.

### A. DOCUMENTATION WORKSHEET

This form is:

- Used by the artisans to supplement their oral documentation
- Available from the MA&S and on-line at: <http://www.adrianempire.org/documents/forms/artssoraldoc.pdf>.

### B. ENTRY LIST

This form is:

- Used for the artisans to sign in
- Separate from the event sign-ins
- Available from the MA&S and on-line at: <http://www.adrianempire.org/documents/forms/artssignin.pdf>.

### C. JUDGING FORMS (COMMENT CARDS)

This form is:

- Used for the judges to provide their input and scores
- Available from the MA&S and on-line at:  
<http://www.adrianempire.org/documents/forms/artcomment.pdf>.

### D. MASTERWORK PROJECT

This form is:

- Used for artisans and MA&S to formally begin the process of a masterwork project
- Available from the Minister of A&S and on-line at:  
<http://www.adrianempire.org/documents/forms/artsproject.pdf>.

### E. JUDGES SUMMARY SHEET

This form is:

- Used by the MA&S to tally the artisans' scores
- Separate from other sign-in sheets
- Should be turned in with the MA&S monthly reports
- Available from the MA&S and on-line at: <http://www.adrianempire.org/documents/forms/artsscore.pdf>.

### F. THANK YOU FOR PARTICIPATING

This form is:

- Provided by the MA&S as confirmation of artisan participation
- Should be given back to the artisans along with the comment cards
- Available from the MA&S and on-line at: <http://www.adrianempire.org/documents/forms/artsthanks.pdf>.