

# Kingdom of Gleann Abhann

## Responsibilities for Rapier Reports

Note: A Marshal who serves as MiC for any practice or event for a group with no Group Marshal, becomes the Group Marshal for that group for that quarter and submits all reports required of the GRM.

If You Are A:	Monthly	Quarterly	As Needed
FIGHTER			All SCA activities: Waiver, or show blue card. Event Roster if required. Submit to MiC. <u>Upon authorization:</u> Authorization Form/Waiver. Send to Rapier Authorization Card Deputy. Keep copy for self.
RAPIER MARSHAL IN TRAINING	Waivers from practices (if MiC). Send to Kingdom Sheriff	Group Report, Group Roster (if GM) or Field Report (if not).	Injury Report. Submit to KRM or RRM. Copies to mentoring marshal
GROUP MARSHAL	Waivers. Send to Kingdom Sheriff.	Group Report, Group Roster. If necessary, Event Report, Event Roster, Field Report.	Injury Report. Submit to KRM or RRM.
MARSHAL OF THE FIELD		Field Report. If necessary, Event Report, Event Roster.	Injury Report. Submit to KRM or RRM Waivers. Send to Kingdom Sheriff.
EVENT MiC	Waivers. Send to Kingdom Sheriff	Event Report, Event Roster. Submit to KRM or RRM	<u>If required by Autocrat:</u> Event Report, Roster, Waivers Submit to Autocrat w/in 10 days of event Injury Report. Submit to Autocrat, KRM or RRM.
RAPIER AUTHORIZATION MARSHAL		Authorization Log. Submit to KRM or RRM along with other quarterly reports	Authorization/Waiver. Provide Auth form to fighter and record the information on your Authorization Log (Note: For SCA functions where there is no Troll, waivers must be submitted to the Kingdom Sheriff or event Autocrat for record keeping. Have the authorizing fighter sign a second waiver if s/he has no blue card).

<u>FORM</u>	<u>SUBMIT BY</u>	<u>WHEN</u>
Waiver	All fighters	All SCA events (unless Authorization Card is shown)
Group Report	GM	Quarterly
Group Roster	GM	Quarterly
Event Report	MiC	Within 10 days of the event
Event Roster	MiC	Within 10 days of the event
Field Report	MoF	Quarterly
Injury Report	MiC	As necessary, within 10 days of incident
Authorization Log	RAM	Upon authorizing a fighter. Kept for personal record.
Authorization Form	Fighter	Upon authorization.

### ABBREVIATIONS

RM	Warranted Rapier Marshal
RMiT	Rapier Marshal in Training
GM or GRM	Group Rapier Marshal. May be an RMiT
MoF	Marshal of the Field. May be an RMiT
MiC	Marshal in charge. May be an RMiT for practices only.
RAM	Rapier Authorization Marshal
RRM	Regional Rapier Marshal
KRM	Kingdom Rapier Marshal