

SCA Sanction Guide

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I. SCOPE AND INTENT

A. PURPOSE OF THIS DOCUMENT

This document sets forth the sanction policy for the Society for Creative Anachronism, Inc. It is a policy document under the office of the Society Seneschal. This document replaces all previous sanction documents and is the single authoritative source for all necessary information regarding the purpose, nature and proper imposition of sanctions in the SCA. Kingdoms may supplement this information for purposes of clarification, but may not contradict the policy as written. In the hierarchy of rules of the Society, the policies and procedures set forth in this guide fall immediately below the Society Seneschal's interpretations of Corpora found in the Seneschals' Handbook.

B. SCOPE OF THIS DOCUMENT

The policies and procedures contained in this Sanction Guide are compulsory and shall be followed by all SCA branches and apply to all SCA sanctions. Policies for international groups and affiliates may differ according to their affiliate agreements and governing documents.

C. PURPOSE OF SANCTIONS

The purpose of sanctions is to protect the SCA, including all its legal entities, groups and participants, by removing or limiting the participation of an individual who has violated the rules of the SCA, the laws of an individual SCA Kingdom, or the laws of modern society. Behavior that violates policies of the SCA and/or puts the SCA or its affiliates at risk of legal or financial liability subjects one to all levels of sanction. Sanctions will be tailored to the gravity of the offense. While the goal should always be to address bad behavior and/or interpersonal conflicts locally, this document provides guidance for times when local resolution is not possible or has been unsuccessful.

D. CODE OF CONDUCT

The expectation that participants shall treat each other with respect and civility extends beyond SCA gatherings. Participants expressing themselves in any forum on an issue related to the SCA shall likewise maintain civility and courtesy. While freedom of speech is valued in most countries, there are limits when that speech is libelous, bullies, or incites. When considering sanctions in response to such commentary, the sanctioning authority shall consider both how public the comment was and how disruptive the comment was to the SCA or its local branch or affiliate.

No participant in the SCA shall persecute another participant for any reason. Behavior that does not result in criminal charges and prosecution under modern law, but is disruptive to the peace and well-being of the SCA, a local branch, or affiliated group (e.g., disturbing the peace by ongoing malicious behavior between parties or factions) is subject to sanction. Disruptive means actions or statements that are designed to impede the normal function of an SCA event; shock and disgust a clear and marked majority of those who witnessed it, and put attendees of the event at legal, financial or physical risk. In extreme cases, such malicious behavior may rise to the level at which an expulsion and a Revocation of Membership and Denial of Participation (R&D) are appropriate. One example would be a pattern of bad behavior by an individual or group of individuals over a significant time that cause a number of people to leave the SCA due to their interactions with the individual or group in question. For an act to be malicious it requires forethought and the intent to harm.

E. ROLES AND RESPONSIBILITIES

1. The Board of Directors (the “Board”)

The SCA, operating through its Board, reserves the right to sanction any individual or group of individuals in the SCA regardless of membership status, activity level, title, history, or position.

The Board reserves the right to modify these policies in accordance with its established procedures for modifying SCA policies.

The Board reserves the right to act as the final arbiter of the terms of any and all sanctions and shall hear any appeals that may be permitted pursuant to the sanction policy.

The Board may designate a committee of less than the full complement of directors or another body to hear any appeals pursuant to the sanction policy.

The Board reserves unto itself any and all rights related to sanctions not set forth in this sanction policy.

2. The Society Seneschal

The Society Seneschal has the right to: impose sanctions; review all Royal Sanctions and Administrative Sanctions imposed at the Kingdom level; initiate Society level investigations, either at the request of the Board, other Society Officers, or a Kingdom; and maintain, monitor, and change the sanction policy using the process for policy change as provided for in the duties of the office of the Society Seneschal.

3. Investigators

Investigators can be deputies to the Society Seneschal (or Kingdom Seneschal), and must follow the guidelines and requirements as laid out in the SCA Investigation Manual while conducting an investigation. Investigators are not decision makers in the sanction process, and may not impose or rule on the appropriateness of Sanctions.

4. The Crown

The King and Queen (or Sovereign and Consort), acting jointly as the Crown, shall initiate and oversee all Royal Sanctions until those sanctions are presented to the Society Seneschal for review and shall be notified of the disposition of all sanctions originating in the Kingdom and subsequently reviewed by the Board. Before the Crown imposes a sanction on an individual who resides in another Kingdom, the Crown must notify the Crown of that individual's Kingdom of residence and the Society Seneschal. The Crown has the right to initiate a Royal Sanction without automatic Board review unless the sanction is properly appealed. The Crown has the right to advise the Kingdom Seneschal on matters of Administrative Sanctions, and the right to be advised by the Kingdom Seneschal on Royal Sanctions. In the event of a dispute between the Crown and a Kingdom Seneschal over an Administrative Sanction, the Society Seneschal or an appointed deputy of the Society Seneschal shall mediate.

5. Kingdom Seneschal

The Kingdom Seneschal and, if applicable, the relevant Kingdom officer (for example, the Kingdom Exchequer in the case of sanctions related to financial matters) shall oversee Administrative Sanctions in individual Kingdoms until those sanctions are presented to the Society Seneschal, and shall be notified of the disposition of all sanctions originating in the

Kingdom. Kingdom originated Administrative Sanctions will not be automatically reviewed by the Board unless they are properly appealed. The Kingdom Seneschal has the right to advise the Crown in the matter of Royal Sanctions and the right to be advised by the Crown in the matter of Administrative Sanctions. In the event of a dispute between the Crown and the Kingdom Seneschal over an Administrative Sanction, the Society Seneschal or an appointed deputy of the Society Seneschal shall mediate.

6. Persons Who Are Accused, Investigated, and/or Sanctioned:

- a. Shall be notified that they are being investigated and/or sanctioned, either in writing or in person, within fifteen (15) business days of the initiation of the investigation by the initiating authority. In those cases where the notification is made in person, the language of the notice and the date and time of delivery shall be recorded in the sanction file;
- b. Shall be notified pursuant to Section I.G. (Notification) of the details giving rise to the investigation or sanction;
- c. Shall be provided a summary of the investigator's notes of their own interview;
- d. May appeal to a higher authority, including the Board of the SCA, Inc;
- e. Shall be permitted to offer a statement of events on their own behalf;
- f. Shall be (i) permitted to present any evidence that supports their position or actions, (ii) afforded the right to supplement that evidence should additional facts come to light or in order to rebut subsequent allegations not contained in the initial complaint but discovered in the course of the investigation and (iii) permitted to discuss the sanction in a manner consistent with Section I.D. (Code of Conduct).

7. The Populace

All members of the populace have the right to offer written complaints to the Kingdom Seneschal or the Crown of their Kingdom or Principality. They have the right to offer written complaints in confidence and have that confidentiality maintained, but must understand that they may be called upon to testify at a subsequent proceeding at which the subject of the complaint will be present. They must also understand that the substance of the complaint may be provided to the subject of the complaint. If a complainant is unwilling to testify or have the substance of the complaint provided to the individual who is the subject of the complaint, that complaint may not be pursued.

F. CONFIDENTIALITY

1. The risks and costs associated with civil claims of defamation, slander, libel, or invasion of privacy have to be weighed against the benefits that accrue to the Society from transparency and open administration. While the Board of the SCA understands the importance of transparency, legal counsel has consistently advised that only modern and SCA names, the sanction type, and sanction term can be shared with the membership generally.
2. The purpose of sanctions is to protect the SCA and its affiliates from liability, to protect participants in SCA events and activities from harm, and to increase the value of events. Sanctions may also be used as a disciplinary tool to modify or correct behavior, but they should never be used as a tool for public shaming, humiliation, or character assassination. While it is true that each of us participates in the SCA for our own reasons and believes we have a right to enjoy our hobby free from harassment, ridicule and persecution, we also have

an obligation to ensure that each of us acts in a way that does not harass, ridicule or persecute others.

G. MEDIATION

An attempt at conflict resolution, mediation, or mitigation must be made and documented before any sanction is imposed. A neutral third party may be used to assist in that effort.

H. NOTIFICATION

Once a decision has been made to impose a sanction on an individual, the following notifications should take place, in the order as listed where ever possible:

1. Initial notice of sanction to subject of sanction:

Once sanctioned, an individual must be informed in a timely and expedient manner. Such notice should be in writing (hardcopy or email), but can also occur in person or by phone. In all cases the name of the person giving notice, and the date, time, form, and language of the notice should be recorded in the sanction file. The initial informal notice of sanction should always be followed by a formal sanction letter as described in Section H.3 below.

2. The announcement of imposition of sanction originating from Kingdom level to general public:

- a. must occur at an official SCA court at a published event;
- b. must be published in the Kingdom newsletter;
- c. shall include only the sanctioned individual's modern and SCA name, the type of sanction imposed, the date upon which the sanction is imposed and the duration of the sanction.

3. The formal sanction letter to the subject of the sanction:

- a. shall be sent to the sanctioned individual within 15 business days of the imposition of a sanction;
- b. shall include:
 - i. date of the attempted conflict resolution, mediation, or mitigation (if applicable);
 - ii. date sanction went into effect;
 - iii. type of sanction;
 - iv. specific basis/reason(s) giving rise to the sanction;
 - v. term/duration of the sanction;
 - vi. a link or reference to the SCA Sanction Guide along with reference to the sanction review process contained therein.

4. Required notifications upon issuing a formal sanction letter.

- a. A Society Officer issuing a formal sanction letter shall inform the Society Seneschal and the Board Ombudsman assigned to that office that the letter has been issued and the details of the sanction.
- b. A Kingdom or Principality Officer issuing a formal sanction letter shall inform the officer's immediate superior at the SCA or Kingdom level, and the Crown or Coronet.

- c. A Crown issuing a formal sanction letter shall inform both the Kingdom seneschal and the Society Seneschal that the letter has been issued, and the details of the sanction.
5. Expulsion Letter and Notice of R&D Investigation (if applicable)
- a. As with any sanction, if the sanction being issued is an expulsion, notification steps G.1 – G.4 must take place.
 - b. If the Board has upheld the expulsion, then an expulsion letter shall be sent to the individual within 15 business days of the Board's imposition of the expulsion. The expulsion letter shall include:
 - i. Date the expulsion went into effect;
 - ii. Specific basis/reason(s) giving rise to the expulsion;
 - iii. Term/duration of the expulsion;
 - iv. A link or reference to the SCA Sanction Guide along with reference to the sanction; review process contained therein;
 - v. A copy of the original formal sanction letter (see 3 above).
 - c. If the Board chooses to initiate a Revocation of Membership and Denial of Participation (R&D) investigation, then the subject will be sent:
 - i. A notice of the investigation order;
 - ii. A timeline for the investigation;
 - iii. The lead investigator's name (if available)
 - iv. A reiteration that the expelled participant will receive a summary of his/her own interview with the investigator;
 - v. A reiteration that no additional information learned from other sources will be shared with the expelled participant unless specific permission is given by source. If such permission is granted, only redacted, summarized information will be shared.
6. Final Notice of Revocation of Membership and Denial of Participation (R&D)
- Should the sanction process result in a decision by the Board to impose an R&D on the sanctioned individual:
- a. The final notice shall be sent to the expelled individual within 15 business days of the Board's issuance of an R&D.
 - b. This final notice shall include:
 - i. the date the R&D went into effect;
 - ii. the reason(s) for the R&D;
 - iii. a copy of the expulsion letter;
 - iv. a statement that the R&D is permanent and final.

II. TYPES OF SANCTIONS

A. ADMINISTRATIVE SANCTIONS

1. Definition: A restriction or ban on holding an office or participation in certain SCA activities imposed by a warranted officer of the SCA.
2. Authority: Officers may impose Administrative Sanctions within their areas of authority, for just and stated cause, only in accordance with the rules defined in their office handbooks, or specifically granted to their offices by the Governing Documents of the SCA.
 - a. Only the Society Seneschal may impose an Administrative Sanction that precludes the holding of all offices, including that of Crown.
3. Types of Administrative Sanctions are:
 - a. Temporary suspension from office.
 - b. Removal from office.
 - c. Revocation of authorization to participate in certain SCA activities (such as fighting or archery).
 - d. Removal of a disruptive individual or individuals from a single event by the officer responsible for the event as defined in the appropriate section of Corpora.
4. Duration: The duration of an Administrative Sanction varies based on the level at which it was imposed.
 - a. Officers below the Principality level may not impose sanctions lasting longer than a single event.
 - b. Officers at the Kingdom or Principality level may not impose sanctions lasting longer than two years.
 - c. Society officers may not impose indefinite sanctions; only the Board may impose indefinite or permanent Administrative Sanctions.
 - d. Officers at all levels may request that their superior officer impose sanctions of a longer duration than they themselves may impose. Nothing in this section is to be construed as interfering with the right of officers at all levels to appoint and remove deputy officers as they see fit. Administrative Sanctions should not be a substitute for appropriate action by the Crown. This, however, does not preclude an officer from imposing additional appropriate sanctions upon an individual that the Crown has sanctioned.

B. ROYAL SANCTIONS

1. Definition: A restriction or ban on level of participation or activity of an individual imposed by the Royalty of a Kingdom or Principality of the SCA.
2. Authority: The Crown of a Kingdom may sanction subjects, residents, and visitors within the borders of the Crown's Kingdom, for just and stated cause. These sanctions are referred to collectively as Royal Sanctions. A Royal Sanction may be applied for any reason the Crown deems just and appropriate, as long as the maintenance of the realm is not impaired, and the general requirements for Royal Sanctions are met as per Section III of this document. The Crown is granted broad discretion in the imposition of Royal Sanctions.

3. Types of Royal Sanctions

a. Banishment from the Royal Presence

This sanction precludes the sanctioned individual from attending any event at which the King and/or Queen will be present within their Kingdom and was published in advance on the Royal Progress. If the King and/or Queen attend an event that was NOT published in advance on the Royal Progress, the sanctioned individual is responsible for removing him or herself from eye-line/eye-sight in order to not to violate the sanction. It is incumbent upon the sanctioned individual to ensure that the sanction is NOT violated. Note that a Royal camp at an inter-Kingdom war is defined as the Royal Presence. Banishment from the Royal Presence may also be imposed upon a resident of a Principality by the Territorial Prince and Princess acting jointly as the Coronet within the boundaries of the Principality.

b. Prohibition from the Wearing or Display of the Insignia of the Realm

This prohibition precludes the sanctioned individual from wearing or displaying any badges or other armory specific to the realm or any of its branches, awards, or orders. This specifically does not preclude the wearing of peerage badges, because they are registered to the SCA and not to specific Kingdoms. The Coronet of a Principality may prohibit the wearing or display of insignia of the Principality by a resident of the Principality.

c. Withdrawal of the Privileges of Rank

This precludes the sanctioned individual from exercising any privileges of rank in the realm of the issuing Crown. This includes, but is not limited to, the use of associated titles and regalia (except for peerage badges, as noted in subsection b. above) and peerage polling privileges.

d. Suspension or Removal from Office

If the conduct that gives rise to the imposition of the sanction involves a violation of the duties of an office, suspension or removal is not a sanction, but is part of the rights, duties and privileges of the Crown and is subject to review by the appropriate superior Society Officer if the sanctioned officer is a Kingdom Officer and the removal is intended to be permanent rather than a temporary suspension for the duration of the reign. The Coronet of a Principality may suspend an officer of the Principality according to the law of the individual Kingdom and Principality consistent with the policies set forth in this document.

e. Proscription from Active Participation

This precludes active participation in SCA activities while attending SCA events in that one specific Kingdom. This means the sanctioned individual can still attend events in Kingdom but cannot engage in activities subject to the jurisdiction of any officer except as required for event attendance (for example, no participation in marshal activities, no entry into A&S displays or competitions, no archery or equestrian activities, etc.). Additionally, Proscription carries with it the restrictions of Banishment from the Royal Presence, Prohibition of the Wearing or Display of Insignia of the Realm and Withdrawal

of the Privileges of Rank. The sanctioned individual can still attend events in other Kingdoms with no restrictions.

4. Duration: Royal Sanctions continue for the stated duration of the sanction or until the end of the reign, whichever comes first.

C. EXPULSION FROM THE SCA

1. Definition: Expulsion temporarily bans an individual from attendance or participation in any way, shape, or form in any SCA activity, event, practice, or official gathering for any reason, at any time, until the issue that gave rise to the expulsion has been resolved. This includes a ban on participation on officially recognized SCA social media (Facebook) sites, officially recognized SCA electronic email lists and officially recognized SCA webpages.
2. Authority: An expulsion may be imposed by the Kingdom Seneschal, in conjunction with the Crown and/or the Society Seneschal. The Society Seneschal may, when necessary, or when a Kingdom-initiated expulsion is inappropriate or logistically impractical, or upon request of the Board, impose an expulsion on an SCA participant.
3. An expulsion can be levied in response to:
 - a. Serious transgressions of SCA rules;
 - b. Serious violations of standards of behavior at an SCA event;
 - c. Conviction or violation of a civil or criminal law which could put the SCA or its participants at risk;
 - d. Behavior which could put the SCA or its participants at risk;
 - e. Serious violation of the Governing Documents or other rules of the SCA;
 - f. A formal recommendation arising from procedures defined in Corpora;
 - g. Actions that negatively affect or endanger the SCA;
 - h. Situations in which an individual is under criminal investigation by a modern law-enforcement agency and is considered to be a risk to the SCA or its participants;
 - i. Situations in which an individual is under investigation for a Board mandated R&D investigation.
 - j. Actions that endanger public health and safety, or disturb the peace of an SCA activity in a manner which would make it reasonable for the modern authorities to be called in for assistance.
4. Duration: Expulsion is effective immediately upon issuance by the Crown or by the Society Seneschal, after consultation with the Crown and Kingdom Seneschal of the applicable Kingdom. It is considered temporary and in place until the Board resolves the issue as to whether or not a Revocation of Membership and Denial of Participation (R&D) is applicable. Expulsion is accompanied by an automatic request to the Board for an R&D. An R&D makes an expulsion sanction permanent. Once the Board upholds an expulsion, it may direct the Society Seneschal to perform an R&D investigation.

D. REVOCATION OF MEMBERSHIP AND DENIAL OF PARTICIPATION (R&D)

Definition: As per the Governing Documents, By-Laws of the SCA, Article II.D, an individual may have their membership in the SCA revoked, and the right to current and future participation banned. See Section IV.A, in this document.

Authority: As per the By-Laws of the Corporation, the right to issue an R&D is reserved to the Board.

Issues subject to a possible R&D are detailed in Section IV.A of this document.

E. SPECIAL GUIDELINES

1. Further to Section II.C.3.h, the Society Seneschal, in response to criminal charges against a participant in the SCA by modern authorities, may impose a temporary emergency expulsion until modern legal review of the issue against the SCA participant is complete and it is determined whether additional or permanent sanctions are appropriate. Such temporary emergency expulsion must be accompanied by proof of notification including documents detailing arrest records/convictions. The expulsion needs to be conveyed to the subject of the expulsion, the Crown and Kingdom Seneschal of the Kingdom in which the subject resides, and the Board as soon as possible.

*Note: The difference between the emergency expulsion and Section II.C is that Section II.C automatically includes a request for consideration of an R&D by the Board. An Emergency expulsion is a temporary suspension until information is gathered to indicate whether a Section II.C expulsion is necessary, or whether other Sanctions may be required or appropriate.

2. If a participant is convicted by modern authorities of a crime of violence, sexual abuse, or a dangerous felony AND is incarcerated:
 - a. Upon being informed, the Society Seneschal will investigate and determine if the information is accurate and there is a threat to the SCA or its participants. It is not the duty of the SCA to find or search out this information; its only duty is, once informed, to investigate and determine if the information is accurate and the situation applies to the SCA;
 - b. Upon determining the information is accurate, referral by the Society Seneschal directly to the Board for consideration of R&D is automatic (no notification of investigation or expulsion to the subject is required);
 - c. If the Board upholds the temporary expulsion and issues an R&D at the same time, the Society Seneschal shall send only one notice informing the incarcerated individual of both the imposition of the expulsion and R&D.

III. SANCTION PROCEDURES

A. GRIEVANCE PROCEDURES, MEDIATION AND LOCAL RESOLUTION

The goal of dispute resolution procedures in the SCA is to resolve issues at the lowest possible organizational level. A mediated resolution is almost always preferable to sanction, and should be pursued where practicable before any sanction is imposed.

In the event of any situation, dispute, or action that may require a sanction be imposed, the initial resolution step shall be a local mediation or dispute resolution procedure as determined by each Kingdom with the result being a documented record of the attempt, procedure and result.

The Crown and/or Kingdom Seneschal, where appropriate, shall exercise discretion in determining whether mediation is appropriate in a particular situation.

Individuals who unduly burden the grievance procedures at the Kingdom or Society level through excessive, persistent, or unwarranted complaints may be sanctioned in response to their abuse of the grievance procedures.

B. IMPOSING SANCTIONS

Should dispute resolution and mediation fail to resolve the situation, the appropriate authorities may impose sanctions as listed in Section II of this document, as per the following procedures:

1. Administrative Sanctions

- a. Notification must be completed as per Section I.G.1 to Section I.G.4.
- b. All Administrative Sanctions will be reviewed.
 - i. Administrative Sanctions at the local, principality, or Kingdom level shall be reviewed by the immediate superior officer upon receipt of notification of the imposition of an administrative sanction.
 - ii. Administrative Sanctions imposed by a Society Officer will be automatically reviewed by the Board.
 - iii. If a sanction is determined by the superior officer to be without merit or has been unfairly imposed, the sanction will be lifted and the officer who imposed it may be subject to sanctions.
- c. Appeals: A sanctioned individual may appeal the sanction (request that the issue be re-considered) once it has been reviewed and upheld by the immediate superior of the officer who imposed it, in accordance with the appropriate procedures of that office.
 - i. The Board will not automatically review Administrative Sanctions below the Society level; however, members may appeal directly to the Board, upon completion of the original review and appeal process, provided they can show substantive evidence of bias, malfeasance, or gross incompetence on the part of the officer issuing the sanction. Simple procedural errors do not constitute grounds for overturning an Administrative Sanction.

2. Royal Sanctions

- a. Notification must be completed as per Section I.G.1 to Section I.G.4
 - i. Whenever practical, before the Crown sanctions a visitor or potential visitor who is a resident of another Kingdom, the Crown shall first notify the Crown of the visitor's Kingdom of the intent to impose a sanction
 - ii. Royal Sanctions take effect from the moment of proclamation, but as per Section I.G.2, a notice must be announced in court and also be published in the next available issue of the Kingdom newsletter if the sanction is to remain in effect. Within 15 business days of the imposition of the sanction, the specific cause and occasion of the sanction must be explained in writing to the sanctioned individual. These reasons must not be published in the Kingdom newsletter or otherwise made public.
- b. All Royal Sanctions will be reviewed.
 - i. After the sanction is imposed, the Kingdom Seneschal will provide the Society Seneschal with any related documents including details of mediation attempts.

- ii. The Society Seneschal will review all Royal Sanctions for procedural compliance and proportionality.
 - iii. The Board will not review Royal Sanctions as a matter of course but reserves the right to do so.
 - c. Process for appeal.
 - d. A Royal Sanction may only be appealed to the Board, in writing, by the sanctioned individual if the appeal is accompanied by substantive evidence of bias, malfeasance, or gross incompetence on the part of the Royalty issuing the Sanction, or the Officer reviewing the sanction. Simple procedural errors do not constitute grounds for overturning a Royal Sanction.
- 3. Expulsions
 - a. Notification must be given as per Section I.G.1 to Section I.G.4
 - b. Review
 - i. After an expulsion is imposed, the Crown and Kingdom Seneschal must provide the Society Seneschal any related documents including details of mediation attempts, as applicable.
 - ii. The Society Seneschal will review all expulsions for procedural compliance and proportionality.
 - iii. The Society Seneschal will contact the expelled individual to request any information the subject would like to include or, if the Society Seneschal deems necessary, may initiate a full investigation at that time.
 - iv. The expulsion shall be reviewed by the Board at the next Board meeting, if time permits.
 - c. Appeal

If the Board upholds the temporary expulsion, expelled members may appeal, provided they can show that substantive evidence was either overlooked or came to light after the imposition of sanction such that, if taken in to account at the time the sanction was imposed, would have made a different outcome substantially likely or evidence of bias, malfeasance, or gross incompetence directly related to the investigation or imposition of the sanction on the part of the Crown or Society Seneschal who issued the expulsion. Procedural errors are insufficient to provide a basis for appeal, unless it is shown that the procedural error materially and substantially prejudiced the sanctioned individual's ability or opportunity to present a defense.

IV. SANCTION-RELATED TOPICS

A. REVOCATION OF MEMBERSHIP AND DENIAL OF PARTICIPATION (R&D)

1. According to Corpora, an R&D by the Board enforces permanent expulsion from all SCA functions in all SCA Kingdoms. An R&D can only be issued by the Board. This step makes an expulsion sanction permanent.

2. The Board will consider a request for an R&D of a current member in the SCA under any of the following circumstances:
 - a. Petition to the Board by 30% or more of the membership of the Kingdom of residence of the individual;
 - b. Petition by a majority of the Kingdom great officers and peers of the Kingdom of residence who are currently members of the SCA;
 - c. The recommendation of a duly-constituted Kingdom court of chivalry;
 - d. Documentation of cause for expulsion from the SCA;
 - e. Conviction of violation of civil or criminal law;
 - f. Actions that endanger the SCA or its participants;
 - g. Violation of the Governing Documents or other rules of the SCA;
 - h. Formal recommendation arising from procedures defined in Corpora.
3. The Board will automatically review all findings from a Revocation of Membership and Denial of Participation investigation.
4. Once the Board rules on a revocation membership and denial of participation investigation and/or imposes an R&D on that expelled individual, thus making their expulsion permanent, the sanction process is complete. R&D'ed individuals may appeal an expulsion provided they can show:
 - a. Substantive evidence was either overlooked or came to light after the imposition of the expulsion which, if it had been available prior to the imposition of the expulsion, would have made a different outcome substantially likely or evidence of bias, malfeasance, or gross incompetence on the part of the Crown or Society Seneschal who issued the expulsion.
 - b. Procedural errors are insufficient to provide a basis for appeal, unless it is shown that the procedural error materially and substantially prejudiced the sanctioned individual's ability or opportunity to present a defense.
5. Voluntary Acceptance of a Revocation of Membership and Denial of Participation SCA

The Sanctions policy of the SCA is designed to ensure the fairest possible process to members. As such, it is a lengthy process involving a wide range of participants in local groups, Kingdoms, and/or the Corporation. Some may find it preferable to avoid this process, and may instead take advantage of our voluntary R&D policy to accept and sign a voluntary revocation of membership and voluntary denial of participation in and with the SCA. The Society Seneschal may offer the option of a Voluntary R&D to certain individuals depending on the circumstances. Should an individual and the Society Seneschal agree to a Voluntary R&D, then he will complete the Voluntary Revocation of Membership and Denial of Participation with the SCA form and the Society Seneschal shall submit that form, along with a sufficient background packet for review and acceptance by the Board of Directors at their next meeting.

Please see Appendix D, "Voluntary Revocation of Membership and Denial of Participation with the SCA Form."

B. MULTIPLE SANCTIONS

1. It is possible to receive both an administrative and royal sanction for a single incident, or to be subject to both administrative and royal sanctions at the same time for different circumstances.
2. There is no limit to the number of sanctions that an individual may be subject to at the same time, except that an individual may not be permanently banned from an activity or the SCA more than once unless one of the sanctions has been revoked or overturned.
3. It is possible to be under multiple Royal Sanctions, multiple Administrative Sanctions and even a temporary expulsion.
4. No prior sanction will prevent someone from being sanctioned for separate infractions.

C. BOARD REVIEW OF SANCTIONS

1. The Board automatically reviews all temporary expulsions to ensure that the SCA and the Kingdoms are adequately protected, that the system is not being abused, that SCA policies are being followed, that sanctions are being imposed in accordance with SCA rules, and that sanctions are in proportion to the offense.
2. Continuances may be granted in order to allow the Board or other parties time to review information pertinent to the sanction review process, arrange communications, or for emergencies or other circumstances; but continuances are granted at the discretion of the Board and may not be given by any other party.

D. VIOLATION OF TERMS OF SANCTION

Violation of the terms of a sanction imposed in accordance with the requirements of the governing documents may in itself be considered grounds for further sanction.

E. RESERVATIONS TO THE BOARD

1. Sanctions on Individuals for Actions taken as Crown
 - a. The Board explicitly reserves to itself the discipline of individuals for actions taken while serving as Sovereign or Consort of a Kingdom.
 - b. The Board will not consider complaints against the Crown before the aggrieved parties have attempted to resolve their problem directly with the Crown, and then with the appropriate Kingdom and corporate officers.
2. Sanctions upon Individuals for Actions taken as Coronet
 - a. The Board reserves to itself the final determination regarding discipline of members for actions taken while serving as Sovereign or Consort of a principality.
 - b. If the Crown believes the Coronet has overstepped the bounds of law and custom, the normal recourse should be in-Kingdom mediation and then a Court of Chivalry. If the Board upholds the judgment of such a Court, the affected parties may be subject to loss of any honors and privileges deriving from their reign, and nullification of any official acts dating back to the incident that led to the invocation of the Court.
 - c. If the Crown feels that rapid action is essential to protect the SCA, it has the option of imposing a Proscription from Active Participation upon the Coronet from the realm, effectively putting the principality reign into abeyance until either conditions change within the Kingdom or the Board countermands the order. However, if the Board does

not agree with the Crown's judgment regarding the urgency of the situation, the Board may choose to take action against the Crown as well as, or instead of, against the Coronet.

3. Degradation from the Peerage

- a. The Board reserves the right to degrade a person from the Peerage. However, Kingdom law may define conditions and procedures under which a recommendation for such action may be made to the Board.
- b. Unless stipulated otherwise by the Board, the Board's decision in such a case applies only to the matter at hand. Nothing prohibits a person who has been degraded from any order of the peerage from being elevated to the peerage at a later date, should the Crown determine that the person in question now meets the requirements of the order.

4. Revocation of Awards of Arms and Grants of Arms

- a. As with Peerages, the Board specifically reserves the right to revoke any Award of arms or Grant of Arms. Kingdom law may make provisions for offering such a recommendation to the Board.

F. GUIDELINES FOR DRACHENWALD

1. For areas of Drachenwald where there is no local incorporation, the full sanction process laid out in the SCA Sanction Guide will be followed, unless there is a conflict with local law.
2. For those areas of Drachenwald where a local incorporation exists (i.e. Sweden, Finland, the Netherlands), the following will apply:
 - a. A sanction on an SCA participant will be honored by all SCA organizations and their affiliates.
 - b. The SCA Sanction policy will serve as a reference for all local organizations. Any unacceptable behavior by a member of the local organization will be subject to censure by that organization, under local organization rules. The extent of the censure will be communicated to the Kingdom Seneschal, for adoption within the other areas of the Kingdom, and will be communicated to SCA Inc, following SCA Sanction reporting guidelines.
 - c. Any data collected in support of a local incorporated group censure will conform to local modern laws for confidentiality, collection and storage.

G. GUIDELINES FOR LOCHAC

The Kingdom of Lochac is governed by two bodies with affiliation agreements with SCA Inc - in Australia by the Society for Creative Anachronism Ltd (SCA Ltd) and in New Zealand by the Society for Creative Anachronism New Zealand Inc (SCANZ). The Board of SCA Ltd reserves the right to determine membership of SCA Ltd, including the right to revoke and deny membership of SCA Ltd as given in its constitution and the Australian Corporations Act. The Committee of SCANZ reserves the right to determine membership of SCANZ, including the right to revoke and deny membership of SCANZ as given in the Rules for the Society of Creative Anachronism New Zealand Inc. and as per the New Zealand Incorporated Societies Act. However, in general, SCA Ltd and SCANZ members shall be sanctioned according to the Sanctions Guide with the differences stated below.

In this section, mentions of sanctioning SCA Ltd or SCANZ members shall also include event members and non-members whose primary residential address is in Australia or New Zealand

respectively and who causes issues at events, activities or online fora of branches in Australia or New Zealand.

In all places in the sanctions document where "the Board" is mentioned, where the person being sanctioned is an SCA Ltd member, the relevant board will be the Board of SCA Ltd, and where the person being sanctioned is a SCANZ member, the relevant board will be the Committee of SCANZ. This includes degradation from peerage, revocation of awards, and sanctioning of Royalty.

1. Code of Conduct

The SCA Ltd Code of Conduct replaces any code of conduct specified in this sanctions document for SCA Ltd members. The Code of Conduct for SCA Ltd members can be found on the SCA Ltd website or obtained from the SCA Ltd Corporate Secretary.

Any code of conduct published by SCANZ will similarly replace any code of conduct specified in this sanctions document for SCANZ members.

2. Privacy

Any information collected during the course of a sanction investigation or sanction procedure in Lochac shall be treated in accordance with the privacy laws of both Australia and New Zealand.

The Privacy Policy for SCA Ltd shall apply within in Australia, while any privacy policy published by SCANZ as well as the Privacy Act will apply within in New Zealand.

Cross-border sanctions shall attempt to comply with both policies, but in the case of a conflict, shall comply with the local policy of the body to which the person being sanctioned belongs.

In these countries, the privacy policies of SCA Ltd and SCANZ and any legislation in their two countries, shall replace any SCA Inc or whole of SCA policies as these detail how to comply with local laws.

SCANZ has previously received an exemption from the privacy laws of SCA, Inc. This exemption still stands.

3. Dispute Resolution

Before a sanction following from a complaint may be considered by an officer within Lochac, the Kingdom Seneschal of Lochac, the Board of SCA Ltd or the Committee of SCANZ, the Lochac Dispute Resolution Procedure must be followed. In any cases where the Dispute Resolution Procedure is inappropriate (for example a person has been convicted of a crime or poses a clear and immediate risk to the SCA), the person imposing the sanction shall record the reasons why the Dispute Resolution Procedure was inappropriate in the sanctions file for the case.

4. Investigations

Due to the size of the kingdom, and probable unfamiliarity of the persons imposing sanctions with local conditions, investigators may make recommendations regarding sanctions in investigation reports where requested by the person/body requesting the investigation.

Non-cooperation by officers who are involved in an investigation by virtue of their office may result in suspension or removal from that office. Attempts to deliberately sabotage an investigation by biasing witnesses or other means may also result in sanctions.

In line with New Zealand privacy law and the Rules for SCANZ (8.b) the Committee will not receive, consider or act on anonymous communications.

5. Role of the Lochac Kingdom Seneschal

As the Lochac Kingdom Seneschal is familiar with affiliate organization rules and is a member of either SCA Ltd or SCANZ and the Society Seneschal is not, the Lochac Kingdom Seneschal shall be permitted to initiate expulsions of SCA Ltd or SCANZ members and conduct investigations on behalf of the Board of SCA Ltd or the Committee of SCANZ.

6. Review of Sanctions

The Board of SCA Ltd shall act as the final reviewing body for all sanctions involving SCA Ltd members. The Committee of SCANZ shall act as the final reviewing body for all sanctions involving SCANZ members.

The process of reviewing sanctions shall be from Kingdom Seneschal directly to the Board of SCA Ltd or Committee of SCANZ. Those duties and privileges relating to sanctions reserved to the Society Seneschal shall be reserved to the Lochac Kingdom Seneschal within Lochac; however the Lochac Kingdom Seneschal shall inform the Society Seneschal of all sanctions proceedings.

7. Appeals

Members of SCA Ltd or SCANZ shall not have the right to appeal to SCA Inc regarding a sanction. All described rights of appeal to the Board apply to the Board of SCA Ltd where SCA Ltd members and Australian residents are concerned or the Committee of SCANZ where SCANZ members and New Zealand residents are concerned.

8. Notifications

In line with Australian and New Zealand community expectations, official notifications of major steps of the sanction process for members in Lochac are expected to be sent to the email address recorded with the relevant Registry, or in the most formal of cases or where an email receipt has not been acknowledged, by postal mail. Communication by other means (e.g. phone, in person or social media) is allowed where a timely message is of use, but an email or letter would be expected to follow formally confirming the message.

The Lochac Kingdom Newsletter, Pegasus, is also the corporate newsletter of the SCA Ltd and SCANZ. All notices relating to sanctions of an SCA Ltd or SCANZ Member which are required to be published in a kingdom or society newsletter or require notification of SCA members shall be published in Pegasus or by individual email/mail to members.

APPENDIX A: INVESTIGATOR'S GUIDE

A. INTRODUCTION: PURPOSE AND SCOPE OF THIS GUIDE

The purpose of this guide is to set forth policies and procedures for the proper and orderly conduct of investigations within the SCA by the Society Seneschal. Furthermore this guide can be used at the Kingdom level to assist in the sanction process. In order for the SCA to effectively investigate and respond to complaints of misconduct or malfeasance among its members, the process by which these complaints are investigated must be objective and thorough. The investigators who are appointed to investigate complaints must understand the nature and scope of their duties and the proper manner in which to proceed.

Generally, in matters involving previously imposed sanctions or a complaint requesting the imposition of sanctions by governing authorities of the SCA (e.g., Crowns or Kingdom officers), the Society Seneschal or the Board will determine if the matter requires a simple review of the prior proceedings and findings, or if further investigation is warranted before the matter may be disposed. In many cases, the Society Seneschal needs only to gather established facts (for example he needs copies of the judgment and commitment from a felony conviction) and the process set forth in this guide is unnecessary. This guide pertains to those situations in which the Society Seneschal has determined further investigation is appropriate and has appointed investigators to gather further evidence on behalf of the SCA. Furthermore, this guide may be employed in situations where the Board has directed the Society Seneschal to conduct an investigation into alleged conduct that has come directly to the Board's attention and has not previously been addressed at a subsidiary level.

Investigators who fail to follow the policies and procedures set forth in this guide may be subject to discipline, sanction, and/or revocation of their warrant or appointment as an SCA investigator by the Society Seneschal.

Disclaimer: Failure to adhere to the policies and procedures set forth in this guide shall not be cause for any action against the SCA, its directors, officers, or agents, nor shall such failure automatically render invalid any evidence gathered in the course of the investigation.

B. NATURE OF THE INVESTIGATION PROCESS

Purpose and goals of Investigations

The purpose of any investigation is to gather and determine FACTS upon which governing authorities may base a decision. This is true whether or not the matter has been previously pursued at a Kingdom level (by the Crown or Kingdom Seneschal) or is an investigation initiated at the corporate level (by the Society Seneschal). A determination of facts must be based upon evidence gathered during the course of the investigation and whatever other evidence comes to light in an orderly response to an investigation.

Function of the Investigator

The primary role of the investigator is to gather facts and write a comprehensive report of those facts to be presented to the Board by the Society Seneschal. Investigators are agents of the SCA and are not agents or partisans of any particular Kingdom, or sub-entity, or individual.

Terms/Definitions Used

- A “subject person” is a person who has been accused of wrongdoing or inappropriate conduct or who has been sanctioned for misconduct which is now being further investigated, and who is therefore the “subject” of the investigation.
- A “witness” is a person who has first-hand or personal knowledge that may be relevant to the investigation.
- An “interviewee” is a person who has knowledge from any source that may be relevant to the investigation.

C. SELECTION & APPOINTMENT OF INVESTIGATORS

Investigators shall be appointed by the Society Seneschal, subject to the approval by the Board, as deputy Society Seneschals and will function strictly and solely as agents of the corporation. All appointments of investigators shall be in writing by means of an SCA officer’s warrant or letter of appointment from the Society Seneschal. The warrant or letter of appointment shall contain a description of the alleged conduct being investigated to the extent it is known at the time of the appointment and a recitation of sanctions already imposed for the conduct at the Kingdom level, where applicable.

Individuals shall not be appointed as investigators to investigate complaints made by persons or against persons:

- With whom they have personal ties, such as family members, household members, or
- To whom they have ties of fealty, or
- To whom they are subordinate officers, or
- About whom the candidate-investigator or a family or household member of the candidate-investigator has made written complaints in the past or present (or *vice versa*), or
- About whom they have an expressed or actual bias (for or against).

Also, persons generally should not be appointed investigators who were eyewitnesses or who have personal first-hand knowledge of the events which form the basis of the allegations under investigation, or who were actively involved in the imposition of sanctions at a lower level. Such persons may come into the investigation with preconceived opinions of the facts and may not be able to set aside their biases. On the other hand, if no other competent independent individuals can be found, the Society Seneschal has the authority to appoint such persons as investigators. Under those circumstances, the investigator should write a chapter in the final report submitted to the Society Seneschal which describes in detail his or her own knowledge of the facts. Note: The Society Seneschal, in compiling the report containing the investigator’s work, should set forth with specificity the circumstances that necessitated the appointment of an investigator who was also a witness to the substance of the conduct under investigation.

Individuals selected must be persons of good repute within their SCA communities.

Prior to their appointment as investigators or within fifteen business days thereafter, the investigators must confirm in writing that they have read this SCA Investigator's Guide and affirm that they will truly and faithfully abide by the policies, procedures, and requirements therein. Prospective or newly appointed investigators will also immediately inform the Society Seneschal of the existence of any biases noted above, or any other factor they believe would prevent them from being a fair and impartial investigator or which might create an appearance of a conflict of interest.

D. BEHAVIOR OF INVESTIGATORS

Approach

The investigators must approach their tasks as neutral observers and unbiased gatherers of information. The investigator's focus must be to impartially obtain the statements of the involved or knowledgeable persons, obtain relevant or helpful documents and records, and gather whatever facts are necessary for the Society Seneschal and the Board to fairly and fully adjudicate the matter.

The investigators must approach all witnesses, interviewees, and subject persons with the utmost courtesy. Investigators are not police officers and may not compel cooperation (non-cooperation should be reported to the Society Seneschal). A calm, polite approach that includes a brief description of their assignment and their role in the investigation will generally induce people to cooperate.

With the exception of their communications with the Society Seneschal, during and after an investigation, investigators must never express their personal opinions as to the validity of the accusations or the appropriateness of any present or prospective sanctions to any other persons, especially those persons interviewed or the subject person of the investigation. If asked, the appropriate response is to inform the person that confidential nature of the assignment precludes any comment.

The general goal of an investigation is to find out who, what, when, where, how and why an incident occurred or a sanction was imposed. The scope of the investigation will be dictated by the initial communications from the Society Seneschal to the appointed investigators. If there is any ambiguity or question as to the scope and methodology of their investigation, investigators shall resolve such issues with the Society Seneschal before commencing the investigation.

During the investigation, the investigators must avoid using terms of recognized legal significance to characterize actions or intents under investigation, unless the matter under inquiry is a conviction or formal legal charge previously brought or pending by modern legal authorities. For instance, where funds have gone missing or are unaccounted for, investigators should refer to their investigation as one involving "missing funds", not "embezzlement." Allegations of sexual misconduct should be referred to as allegations of "inappropriate sexual conduct" instead of "rape" or "child molestation." The latter terms have legal significance and presume the existence of elements which may or may not be present, and which – in any event – are not necessary for a finding of misconduct justifying sanctions under the rules of the SCA. Likewise, characterizing the misconduct as a cognizable crime, absent a conviction, may subject the investigator and the SCA to a charge of defamation. Absent a conviction in a court of law, the duty of the investigators is to gather and report specific facts upon which allegations of misconduct may be proven or shown to be unfounded.

During interviews investigators should note by what "senses" a witness/interviewee obtained knowledge of the facts they are relating, and should clarify in their notes whether the person "saw" or

”heard” or “observed” the event they are relating, or if they obtained knowledge indirectly through another person or source.

Confidentiality

Confidentiality is of the utmost importance. All interviews, correspondence, documents, and other information obtained by investigators in the course of the investigation are considered the confidential information of the corporation and should not be discussed with or disseminated to anyone other than another appointed SCA investigator on the same case, and/or the Society Seneschal unless express permission has been obtained in writing from the Society Seneschal. This prohibition includes spouses, non-SCA persons, other SCA members, and SCA officers.

An investigator may show to and discuss with a witness or interviewee the statements, documents or records that such witness/interviewee created or received previously, if the items pertain to the subject of the interview.

However, at no time shall any investigator reveal to any person, including the subject persons, witnesses, interviewees, or any other persons, any statements of other persons, information, conclusions, or findings obtained from any documents or complaints received during the course of the investigation from someone other than the person being interviewed.

Other than disclosing the general purpose of the investigation, investigators shall not reveal or confirm the identities of the complaining persons or other witnesses or interviewees, or any details of the information received in the course of the investigation, even if that information is known or supposedly known to others, except for those exceptions described above.

E. THE INVESTIGATION

Commencement of an Investigation

At the beginning of the investigation process the investigators shall:

- Receive from the Society Seneschal all materials of the complaint or previous action and findings, and immediately review all such materials.
- If a second investigator has been assigned, contact your fellow investigator assigned to the matter as soon as possible and establish the scope and purpose of the investigation in terms of which allegations or previous findings will be subject to the present investigation.
- Prepare a list of all persons and documents or records involved in the matter based on the reviewed materials.
- Outline all events or alleged events which are relevant to inquiry and which are presently known.
- As a team, develop a set of priorities and timeframe for conducting the investigation.
- Draw up a list of material witnesses, noting contact information.

Conducting the Investigation

During the course of the investigation the investigators shall:

- Obtain any other known documents or records that may be necessary to assist in the interview of witnesses or the determination of the facts.
- Schedule interviews with all possible witnesses, starting with the most relevant; that is, those witnesses who will most likely provide investigators with sufficient information to understand what occurred and enable them to make a coherent chronology of facts and events to facilitate the conduct of the investigation.
- Interview pertinent witnesses/interviewees [See Section 5 below for more information on how to conduct interviews] and take notes during the interviews.
- Generally, interview any subject person last in the initial scheme of interviews. This will facilitate asking questions based on all the facts as they have come to light during the investigation and interviews of other witnesses.
- Create written summaries of each interview as soon after the interview as possible when the statements and notes are still fresh in the investigators' minds. The summaries should contain all information and responses provided by the interviewee that are pertinent to the matter under investigation.
- Once all interview summaries are written, compare the reports setting forth the facts as stated by each witness/interviewee. Where important discrepancies are noted between the statements of witnesses, investigators should determine if follow-up interviews would be appropriate to clarify the information given.

Interviews and Meetings

- Whenever possible initial interviews of critical witnesses and subjects should be done in person. Follow-up interviews and interviews of persons of lesser relevance may be done by telephone or web conferencing, if necessary.
- Witnesses/interviewees must be interviewed individually and separately from and out of the hearing of other witnesses. Although the presence of other persons can be requested by the witness/interviewee, under no circumstances shall another witness to the investigation be allowed to be present, with the following exception: where the witness being interviewed is a minor or mentally infirm, the parent or guardian or caregiver must be present, even if that parent or guardian or caregiver is also a witness.
- The investigator should prepare and organize in advance any documents or records which the investigator intends to use during the interview. This may include prior written declarations by the witness or other reports referencing statements made by the witness.
- During the interview, the investigator should verbally refer to the documents by title or a description and date if appropriate. [For example, "Letter from Lord X to Lady Y, dated July 11, 2011", hereafter referred to as the 'Letter of July 11'.'] Once titled, use that title consistently to refer to that document.
- The investigator(s) should prepare in advance a written list or outline of questions they intend to ask the witness/interviewee and any documents they intend to show the witness/interviewee. The investigators should not provide the question list to the witness in advance, although the

investigators should request the witnesses bring or make available copies of documents in their possession that the investigators do not have, but which the witness believes would be helpful to the gathering of facts and evidence.

- A summary of a witness/interviewee's interview will be provided to the witness/interviewee upon their request within a reasonable time after the interview. No person other than the Society Seneschal will be provided a copy, except where the witness was a minor or mentally infirm, and the parent or guardian or caregiver has requested a copy of the interview.

Developing Interview Questions and Talking Points

What follows is a starting point for developing questions to be asked during an interview. Although the same incidence/complaint is being investigated, each witness will require an individualized line of questioning depending on his/her position relative to the case. Although you should have a list of talking points before the interview begins, do not attempt to follow them in order, but do take time at the end of the interview to make sure that you have covered all of the points you needed to.

Begin by introducing yourself and explain your task as an investigator. Your job is to talk with as many people as necessary to determine the facts around a particular incidence or incidences, and to report that information to the Society Seneschal. It is NOT your job to determine guilt or innocence, nor is it your job to impose or recommend sanctions.

Express the expectation of confidentiality from ALL parties.

- For the complainant: (Please understand every interview is confidential. We will not be sharing any aspects of any interview with anyone not involved in the Sanction Process. However, you should know that you may be called upon to testify, and in that case your testimony will be provided to the subject of the investigation. If you are unwilling to testify and unwilling to have your statement provided to the subject of the investigation, please understand that the complaint may be dropped.)
- For the subject: Please understand every interview is confidential. We will not be sharing any aspects of any interview with anyone not involved in the Sanction Process.

If you are talking to the subject of the investigation, show him/her any relevant sanction letters, confirming that the subject has received them.

- Please understand you do not have to talk to me if you do not wish
- There has been a sanction imposed on you – OR – It has been reported that you did X..., and we would appreciate hearing your side of the issue.
- Did you receive all of these documents?
- Are you aware that you have been accused of action A?
- At event X someone claims to have seen you do...can you tell me your version of these events?
- In your words, what do you believe we are investigating?

Once you have the subject's account of the incident, offer an opportunity for him/her to provide supporting documentation or names of witnesses

- Do you have any documentation that would explain, mitigate, or negate this matter? Can you provide relevant context?
- Are you aware of any material witnesses that would explain, mitigate, or negate this matter?
- If you wish to have individuals send in letters of support, please e-mail them to me by specific date.
- Do you understand this sanction process? (What do you not understand?) Do you have questions in regards to the sanction process? (If need be refer them to Corpora).
- Do you have any questions for me?
- Is there anything you would like to say/address that hasn't been discussed, yet?
- I may have further questions in the future that may arise during this investigation. May I follow up with you?
- If you wish, I can email a summary of this interview to you as soon as it is available.
- Please understand every interview is confidential. We will not be sharing any aspects of any interview with anyone not involved in the Sanction Process. However, you should know that you may be called upon to testify, and in that case your testimony will be provided to the subject of the investigation. If you are unwilling to testify and unwilling to have your statement provided to the subject of the investigation, please understand that the complaint may be dropped.
- Note: When talking with Kingdom Seneschal or Crown or material witnesses always have them follow up with emailed written statements.

F. THE REPORT TO THE SOCIETY SENESCHAL (OR KINGDOM SENESCHAL)

Concluding the Investigation, the investigators shall;

1. Draft the final report to be submitted to the Society Seneschal, which could include;
 - A cover sheet and paginated table of contents [See the Investigation Report Template],
 - A brief statement of the matter or allegations being investigated,
 - A list of all persons contributing to the investigation or named in the investigation as a person with knowledge, including their SCA names and offices or ranks if any, their modern names, membership # and contact information, and a notation as to whether or not a person was interviewed. If a listed witness was not interviewed, an entry should be made as to why the person was not interviewed,
 - Detailed accounts of all witness interviews and statements, including the date, time, and place of the interview or statement as well as who was present.
 - Detailed accounts of any statements, interviews or other information obtained from persons who are the subjects of the investigation.
 - A list or index of all attached documents,
 - Copies of all pertinent documents,
 - Synopsis of the facts gathered during the investigation.

- A certification or attestation signed by the investigators that the report contains the true and accurate findings of their investigation.
- A digital copy of all information submitted for the investigation.

2. Review the draft report for mistakes, errors, and omissions.

3. Create Final Report using the Investigation Report template and organizing the information as noted above. Do a final review for mistakes, errors, and omissions.

4. Submit the Final Report and any attachments to the Society Seneschal via email. The Society Seneschal must confirm receipt of package via phone or email.

5. Interim Reports

The Society Seneschal may require periodic or interim updates regarding the status of the investigation or its progress as the Seneschal determines the circumstances dictate. The form and coverage of those reports will be at the discretion of the Society Seneschal.

6. Conclusions and Recommendations

Unless specifically instructed in writing by the Society Seneschal, the Final Report shall not include any impressions, conclusions, or recommendations by the investigator(s).

7. Investigator Copies

Copies shall be kept and confidentially maintained by the investigators of all reports and materials submitted to the Society Seneschal. Such copies may be destroyed only upon the written consent or written direction of the Society Seneschal. All such copies are considered solely the property of the SCA and may not be communicated, transferred, discovered, or obtained by others without the express permission of the SCA.

G. INVESTIGATION REPORT TEMPLATE



the society for creative anachronism, inc.



INVESTIGATION REPORT: JOHN SMITH

Investigator's Name: Jane Miller

Date(s) of Investigation: Jul-Aug 2013

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REASON FOR INVESTIGATION

The Kingdom of Ansteorra has requested a Revocation of Membership and Denial of Participation for John Smith due to violent behavior exhibited at events and a history of documented felony domestic violence convictions.

SUMMARY TIMELINE

9/29/2001 Mr. Smith was convicted of Battery Constituting Domestic Violence Case #9911111X Bull County, NY

1/25/2013 Jill Sand (Kingdom Seneschal of Ansteorra) contacted Bob Wilson (Society Seneschal) stating that John Smith was to be banished at the Booya Anniversary event.

2/25/2013 TRM Gimli & Sara banished John Smith at the Booya Anniversary event.

INVESTIGATOR’S SUMMARY

The Kingdom of Ansteorra is currently requesting that the BoD issue a Revocation of Membership and Denial of Participation for Mr. Smith. Mr. Smith has been convicted at least X times in the past for various domestic violence felony assaults. He has received sentences of incarceration, probation with electronic monitoring, domestic violence counseling and has had No Contact Orders issued against him preventing him from contacting his former spouse and child.

Recently he contacted Bill Bo threatening bodily harm towards an unnamed individual.

During an interview with Mr. Smith’s ex-wife it was discovered XXX

I attempted to contact Mr. Smith regarding the investigation on Thursday, June 1, 2013 via Facebook. As of the morning of August 1, 2013, I have not received a reply or acknowledgment.

LISTING OF INDIVIDUALS CONTACTED/INTERVIEWED

Kingdom Seneschal	Witness
Name	Name
Email	Email
Phone	Phone
Former Monarchs	Name
Name	Email
Email	Phone
Phone	
Current Monarchs	Subject:
Name	John Smith
Email	Email
Phone	Phone

INTERVIEWS AND INFORMATION PRESENTED

XXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXX

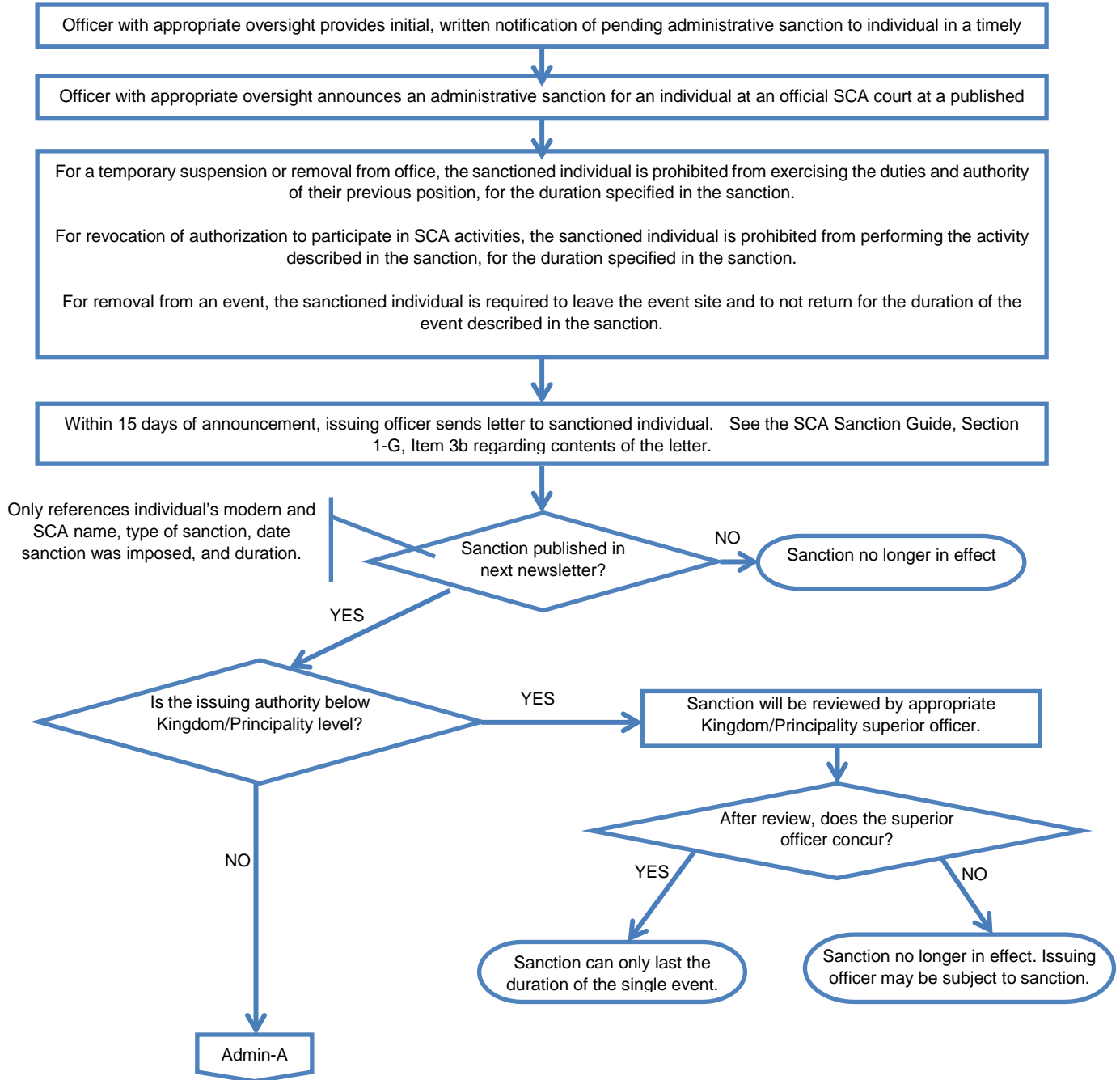
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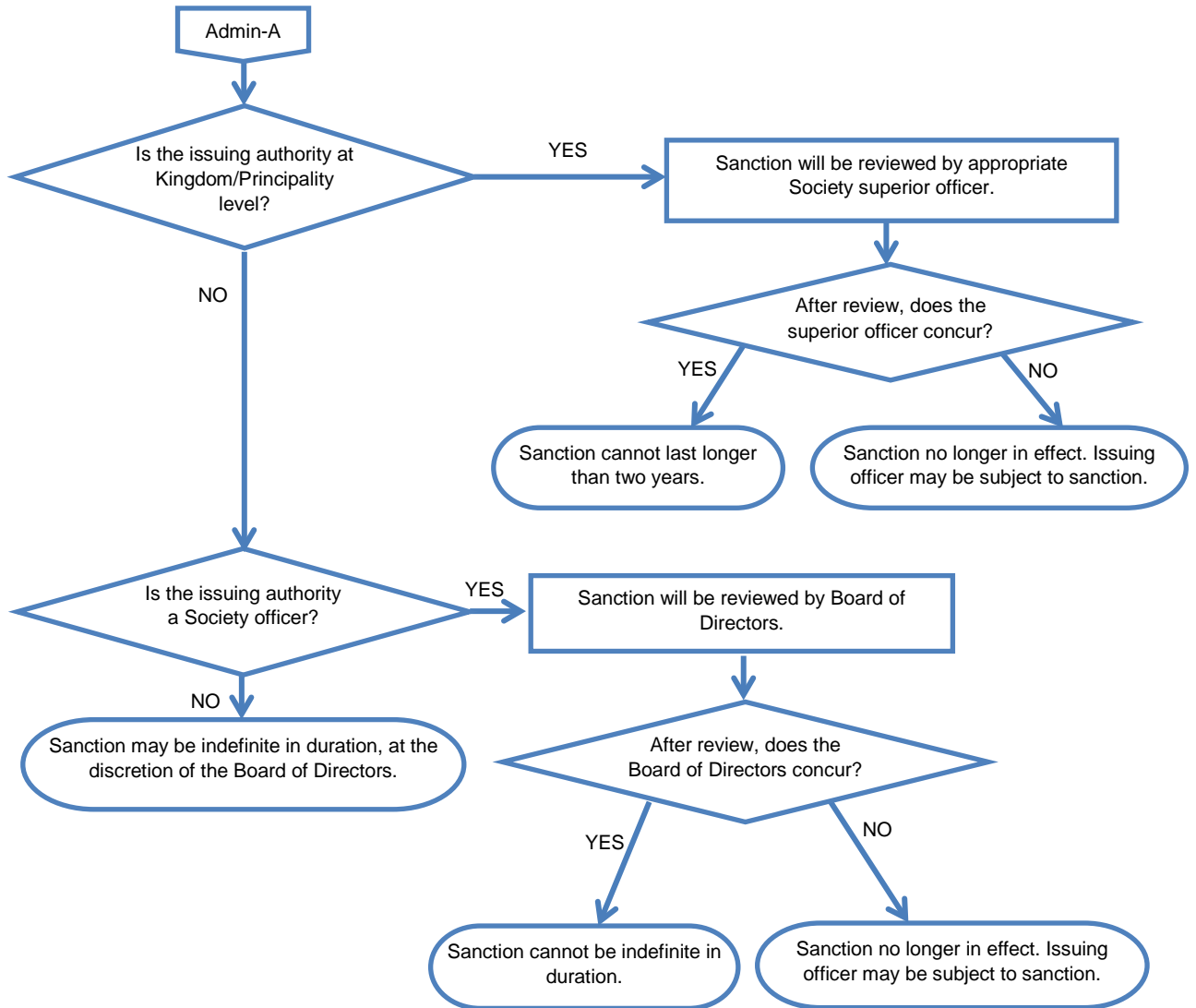
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APPENDIX B: FLOW CHARTS & CHECK LISTS

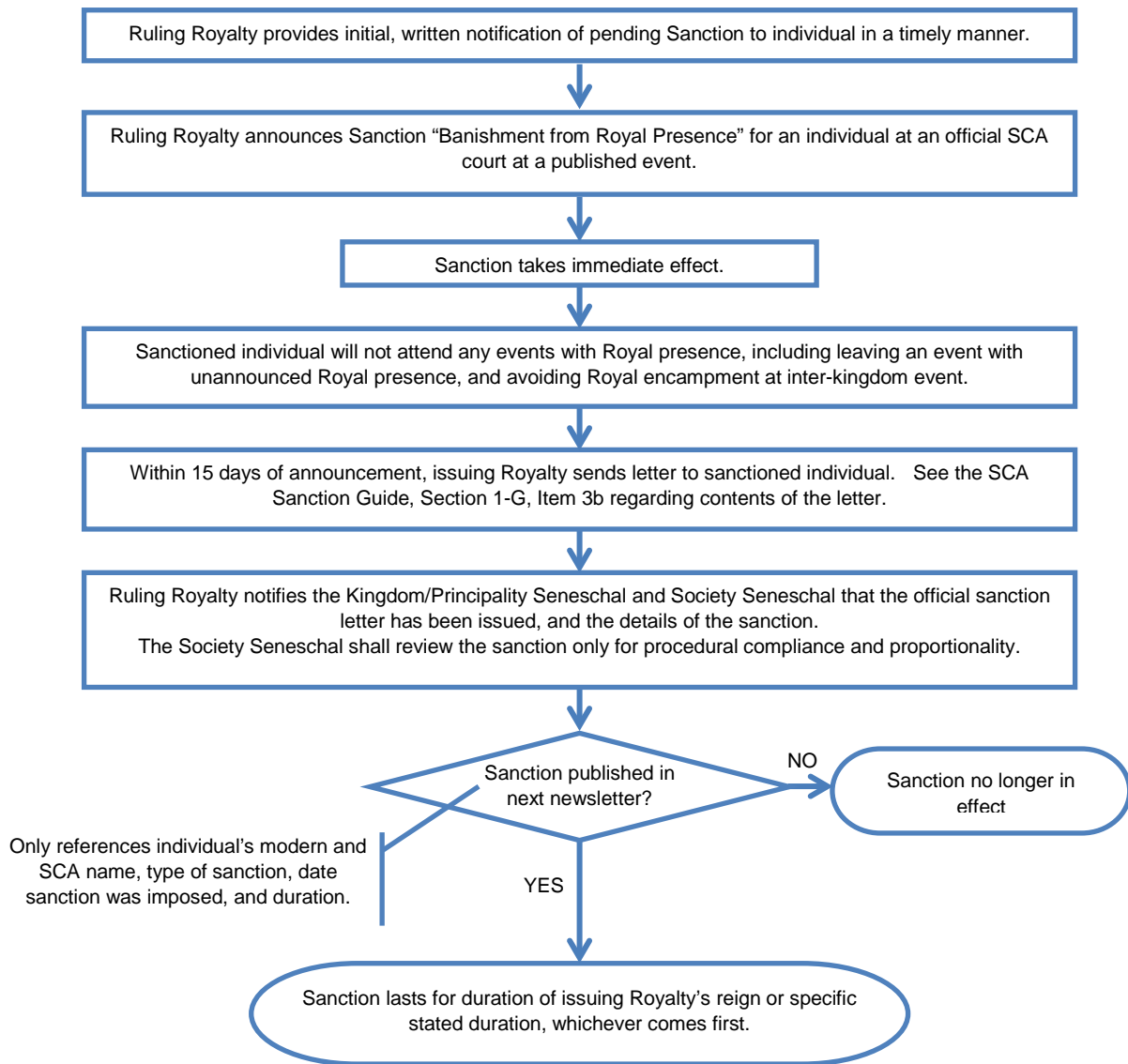
A. FLOWCHARTS

1. Administrative Sanction

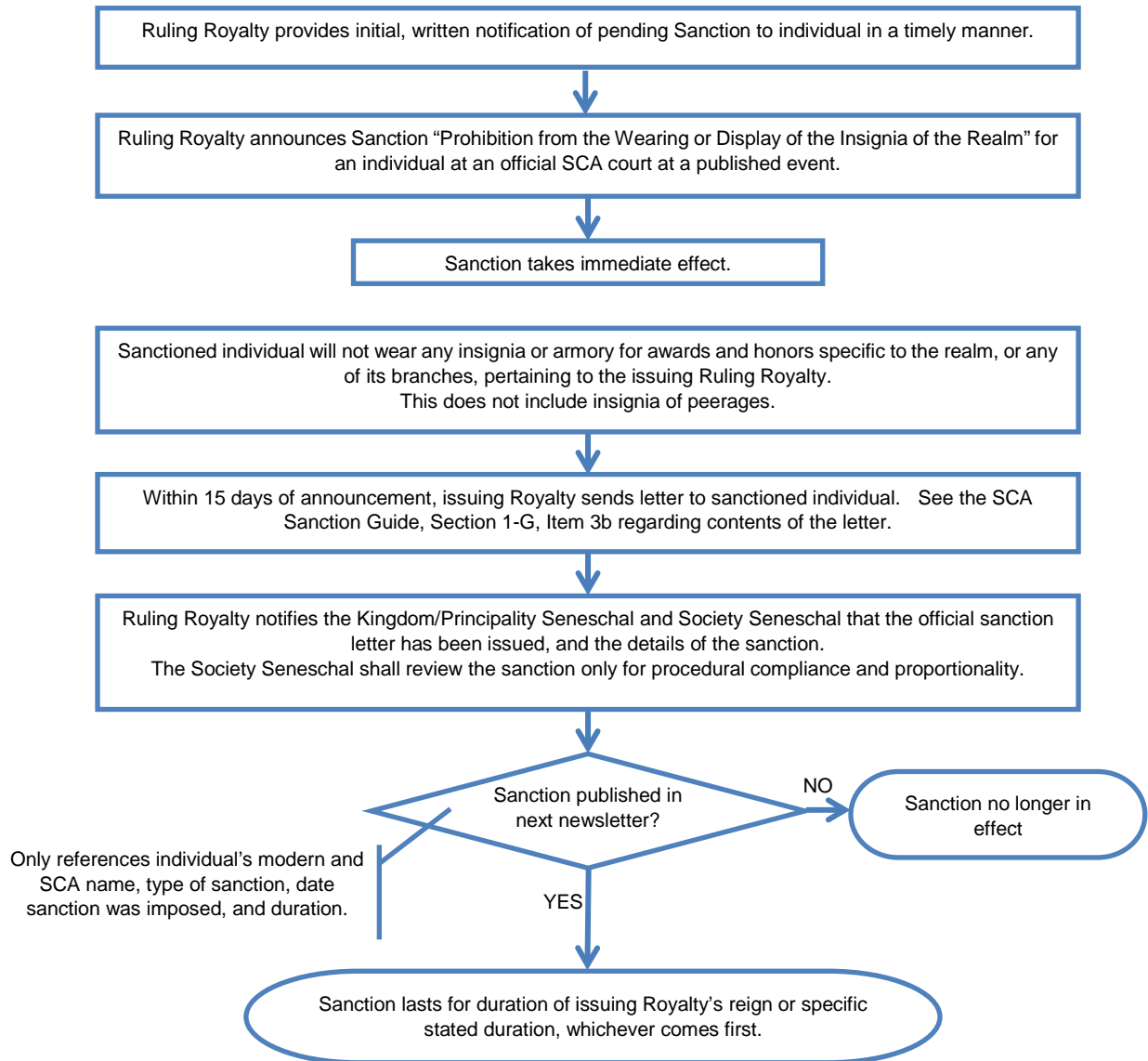




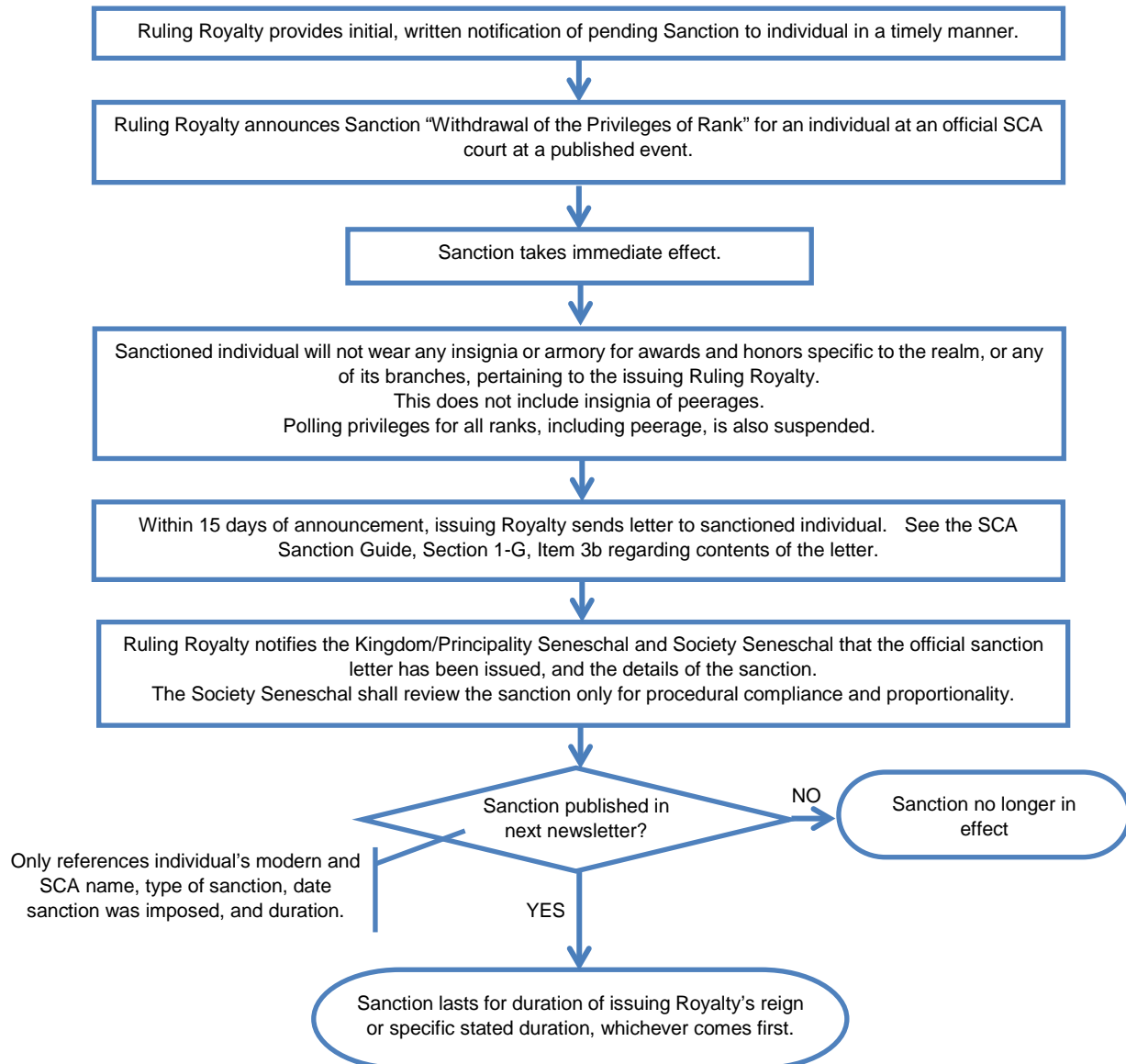
2. Royal Sanction – Banishment from the Royal Presence



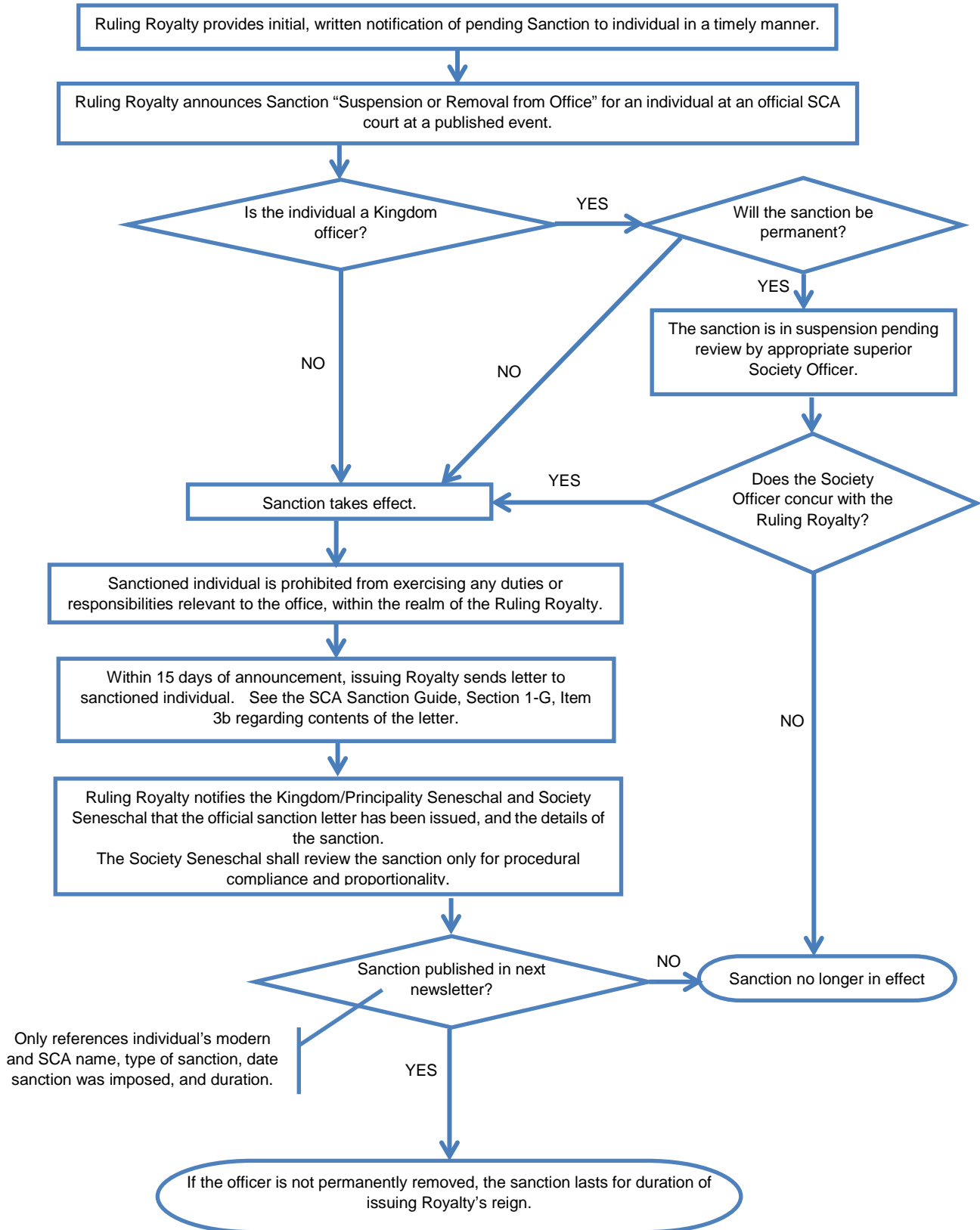
3. Royal Sanction – Prohibition from Wearing or Displaying Insignia of the Realm



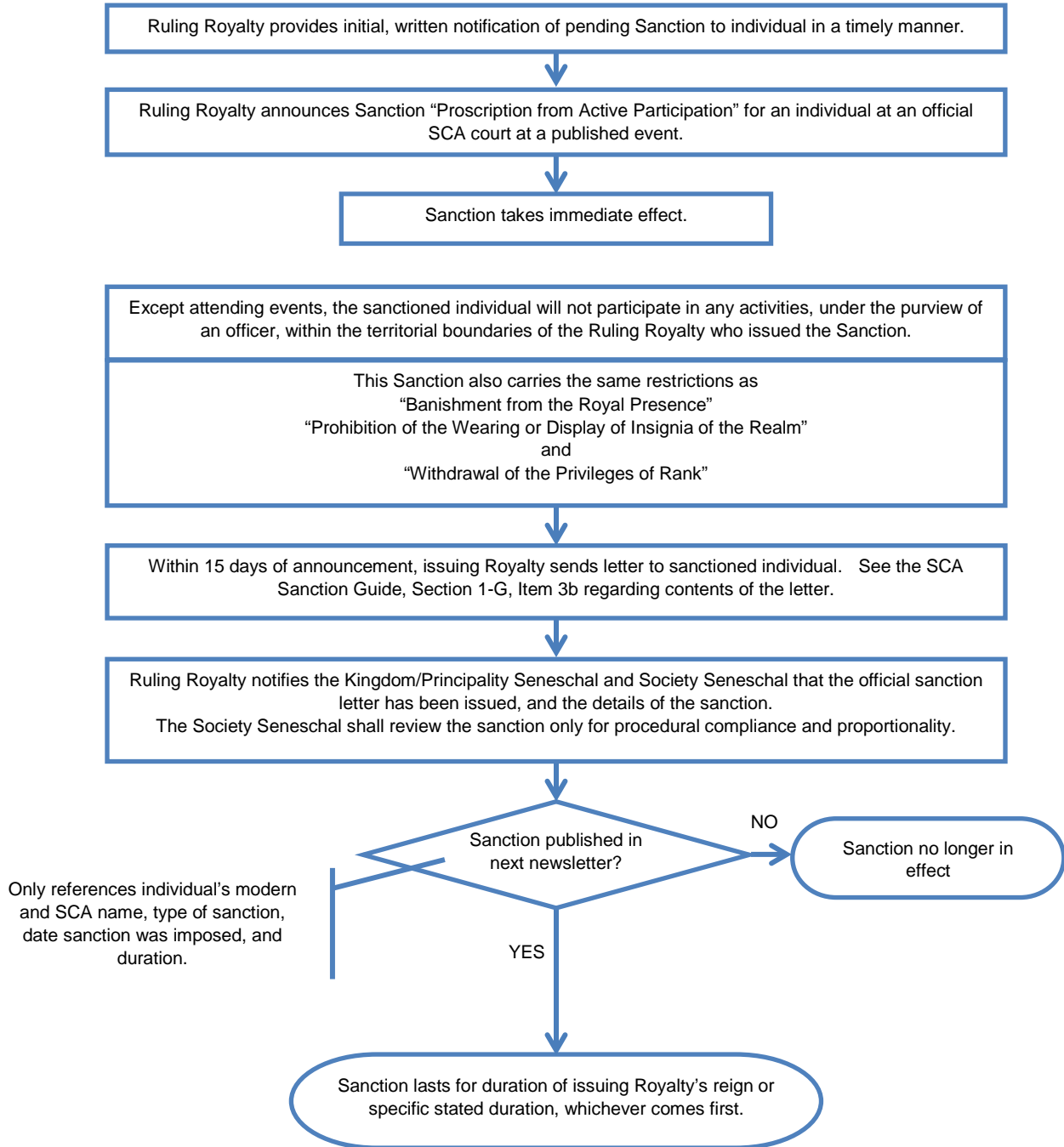
4. Royal Sanction – Withdrawal of the Privileges of Rank



5. Royal Sanction – Suspension or Removal from Office



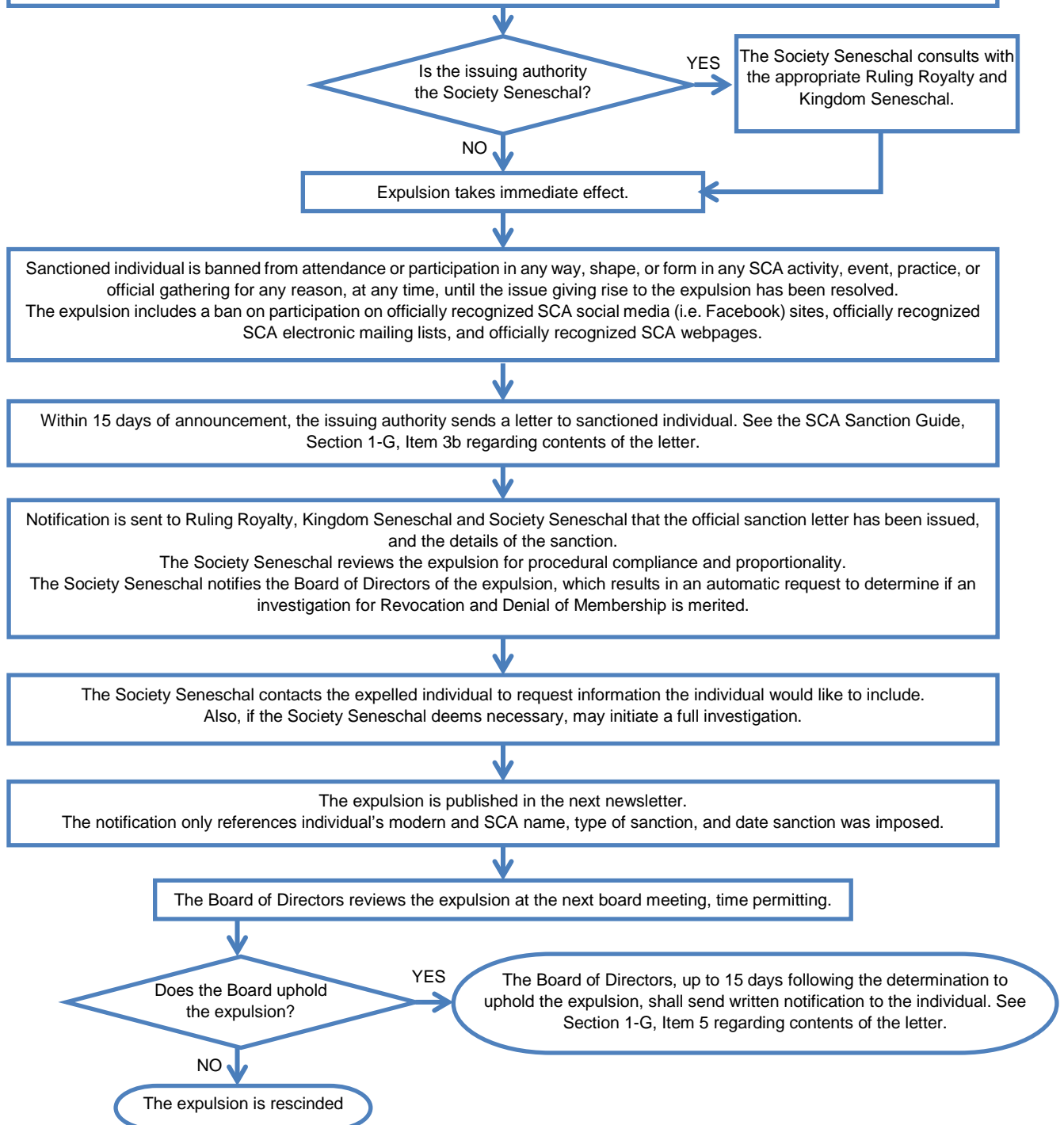
6. Royal Sanction – Proscription from Active Participation



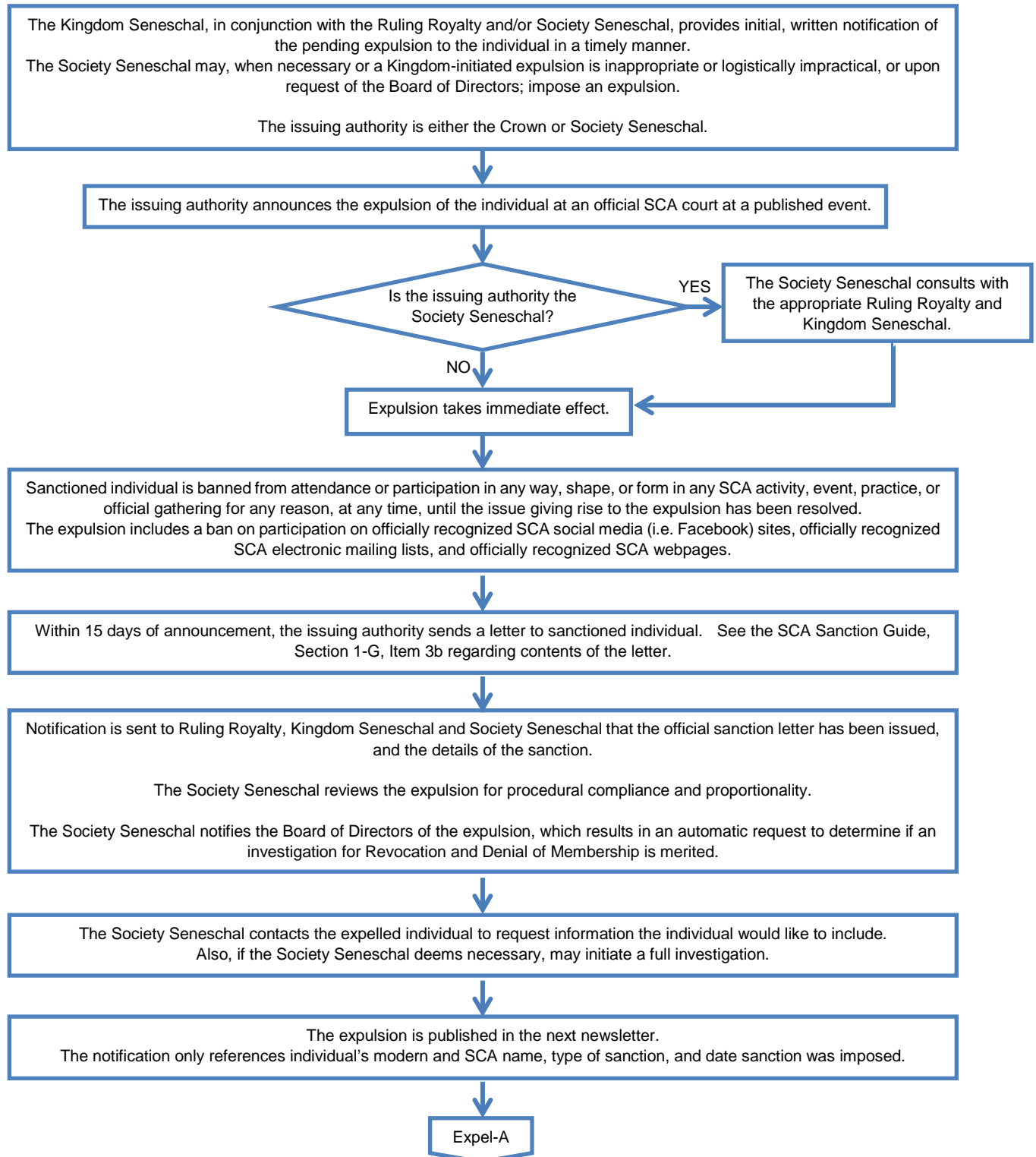
7. Expulsion from the SCA – Without Revocation and Denial of Membership

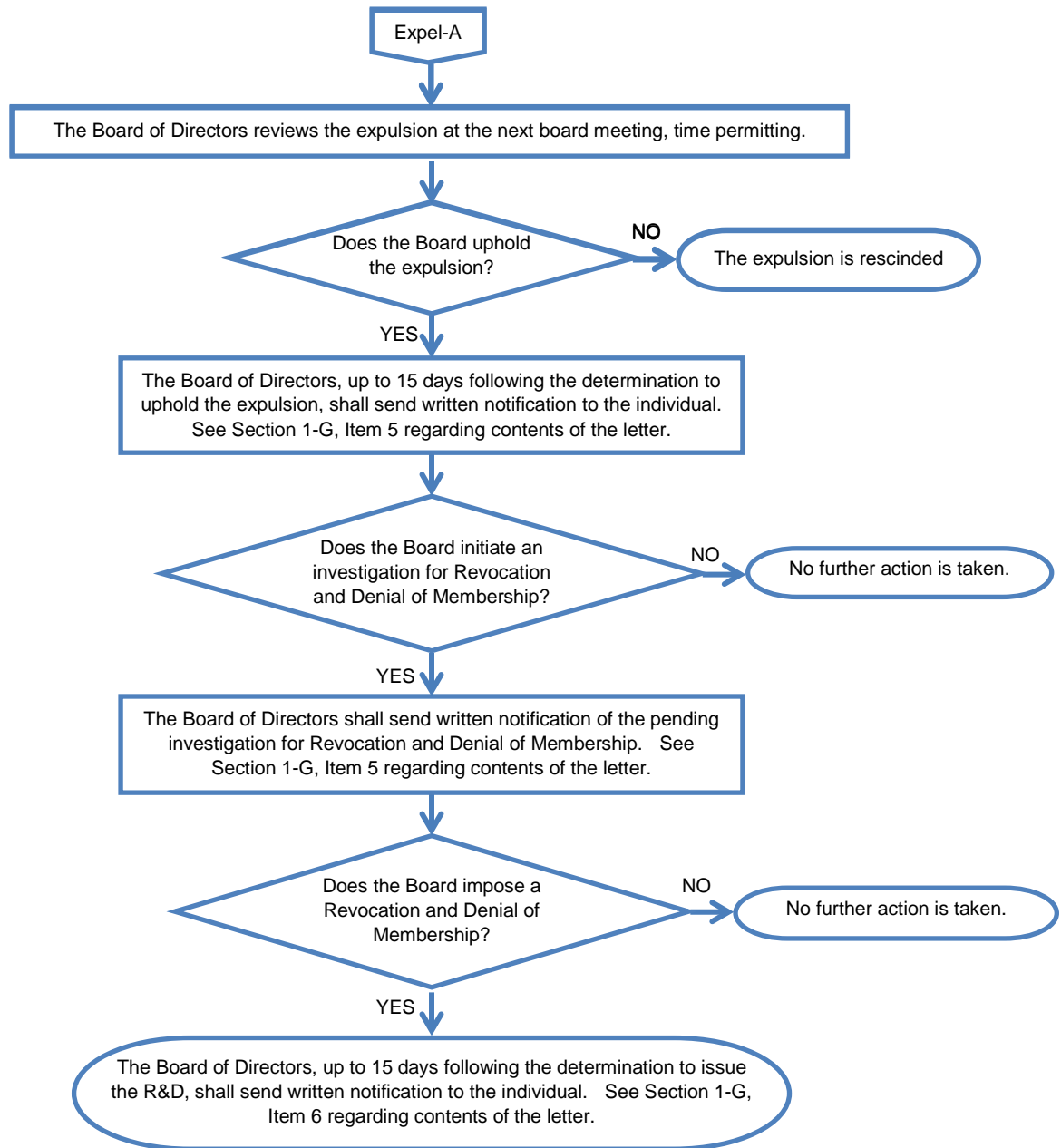
The Kingdom Seneschal, in conjunction with the Ruling Royalty and/or Society Seneschal, provides initial, written notification of the pending expulsion to the individual in a timely manner.
The Society Seneschal may, when necessary or a Kingdom-initiated expulsion is inappropriate or logistically impractical, or upon request of the Board of Directors, impose an expulsion.

The issuing authority is either the Crown or Society Seneschal, and announces the expulsion of the individual at an official SCA court at a published event.



8. Expulsion from the SCA – With Revocation and Denial of Membership





B. CHECKLISTS

1. Administrative Sanction

	Provide initial, written notification of pending administrative sanction to the individual in a timely manner.
	Announce administrative sanction for an individual at an official SCA court at a published event.
	Within 15 days of announcing the sanction, send a letter to the individual, including:
	Date of the attempted conflict resolution, mediation, or mitigation (if applicable)
	Date sanction went into effect
	Type of sanction
	Specific basis and/or reason(s) giving rise to the sanction
	Term/duration of the sanction
	A link or reference to the SCA Sanction Guide, along with reference to the sanction review process contained therein
	Notify appropriate parties upon issuing the formal sanction letter, and the details of the sanction:
	For Society Officer: Notify Society Seneschal and Board Ombudsman
	For Crown: Notify Kingdom Seneschal and Society Seneschal
	For Kingdom Officer: Notify Society superior officer and the Crown
	For Principality Officer: Notify Kingdom superior officer and the Coronet
	For branch officer: Notify appropriate Kingdom/Principality superior officer.
	Publish sanction in next newsletter, containing only the following information:
	Individual's modern name
	Individual's Society name
	Type of sanction
	Date sanction was imposed
	Duration of sanction
	Sanction reviewed by appropriate superior:
	For Society Officer: Reviewed by Board of Directors
	For Kingdom/Principality Officer: Reviewed by Society officer
	For Local branch officer: Reviewed by Kingdom/Principality Officer
	Determination regarding status of sanction as provided by review.

2. Royal Sanction

	Conflict resolution, mediation, or mitigation was attempted.												
	Provide initial, written notification of pending administrative sanction to the individual in a timely manner.												
	Announce royal sanction for an individual at an official SCA court at a published event.												
	<p>Within 15 days of announcing the sanction, send a letter to the individual, including:</p> <table border="1"> <tr> <td></td> <td>Date of the attempted conflict resolution, mediation, or mitigation (if applicable)</td> </tr> <tr> <td></td> <td>Date sanction went into effect</td> </tr> <tr> <td></td> <td>Type of sanction</td> </tr> <tr> <td></td> <td>Specific basis and/or reason(s) giving rise to the sanction</td> </tr> <tr> <td></td> <td>Term/duration of the sanction</td> </tr> <tr> <td></td> <td>A link or reference to the SCA Sanction Guide, along with reference to the sanction review process contained therein</td> </tr> </table>		Date of the attempted conflict resolution, mediation, or mitigation (if applicable)		Date sanction went into effect		Type of sanction		Specific basis and/or reason(s) giving rise to the sanction		Term/duration of the sanction		A link or reference to the SCA Sanction Guide, along with reference to the sanction review process contained therein
	Date of the attempted conflict resolution, mediation, or mitigation (if applicable)												
	Date sanction went into effect												
	Type of sanction												
	Specific basis and/or reason(s) giving rise to the sanction												
	Term/duration of the sanction												
	A link or reference to the SCA Sanction Guide, along with reference to the sanction review process contained therein												
	Notify Kingdom Seneschal and Society Seneschal upon issuing the formal sanction letter, with the details of the sanction.												
	<p>Publish sanction in next newsletter, containing only the following information:</p> <table border="1"> <tr> <td></td> <td>Individual's modern name</td> </tr> <tr> <td></td> <td>Individual's Society name</td> </tr> <tr> <td></td> <td>Type of sanction</td> </tr> <tr> <td></td> <td>Date sanction was imposed</td> </tr> <tr> <td></td> <td>Duration of sanction</td> </tr> </table>		Individual's modern name		Individual's Society name		Type of sanction		Date sanction was imposed		Duration of sanction		
	Individual's modern name												
	Individual's Society name												
	Type of sanction												
	Date sanction was imposed												
	Duration of sanction												
	Sanction reviewed by Society Seneschal for procedural compliance and proportionality.												

3. Expulsion from the SCA, without Revocation and Denial

	Provide initial, written notification of pending administrative sanction to the individual in a timely manner.												
	If the issuing authority is the Society Seneschal, consult with the appropriate Ruling Royalty and Kingdom Seneschal.												
	Announce administrative sanction for an individual at an official SCA court at a published event.												
	Within 15 days of announcing the sanction, send a letter to the individual, including: <table border="1" data-bbox="267 562 1425 869"> <tr> <td></td> <td>Date of the attempted conflict resolution, mediation, or mitigation (if applicable)</td> </tr> <tr> <td></td> <td>Date sanction went into effect</td> </tr> <tr> <td></td> <td>Type of sanction</td> </tr> <tr> <td></td> <td>Specific basis and/or reason(s) giving rise to the sanction</td> </tr> <tr> <td></td> <td>Term/duration of the sanction</td> </tr> <tr> <td></td> <td>A link or reference to the SCA Sanction Guide, along with reference to the sanction review process contained therein</td> </tr> </table>		Date of the attempted conflict resolution, mediation, or mitigation (if applicable)		Date sanction went into effect		Type of sanction		Specific basis and/or reason(s) giving rise to the sanction		Term/duration of the sanction		A link or reference to the SCA Sanction Guide, along with reference to the sanction review process contained therein
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	Type of sanction												
	Specific basis and/or reason(s) giving rise to the sanction												
	Term/duration of the sanction												
	A link or reference to the SCA Sanction Guide, along with reference to the sanction review process contained therein												
	Notify Ruling Royalty, Kingdom Seneschal and Society Seneschal upon issuing the formal letter, and the details of the sanction.												
	Publish sanction in next newsletter, containing only the following information: <table border="1" data-bbox="267 995 1425 1224"> <tr> <td></td> <td>Individual's modern name</td> </tr> <tr> <td></td> <td>Individual's Society name</td> </tr> <tr> <td></td> <td>Type of sanction</td> </tr> <tr> <td></td> <td>Date sanction was imposed</td> </tr> <tr> <td></td> <td>Duration of sanction</td> </tr> </table>		Individual's modern name		Individual's Society name		Type of sanction		Date sanction was imposed		Duration of sanction		
	Individual's modern name												
	Individual's Society name												
	Type of sanction												
	Date sanction was imposed												
	Duration of sanction												
Steps for Society Seneschal													
	Review for procedural compliance and proportionality.												
	Notify Board of Directors of the expulsion.												
	Contact expelled individual to request additional information that the individual would like to include.												
Steps for Board of Directors													
	Board of Directors reviews the expulsion												
	Send a letter to the expelled individual within 15 days after the determination to uphold the expulsion, containing: <table border="1" data-bbox="267 1617 1425 1877"> <tr> <td></td> <td>Date the expulsion went into effect</td> </tr> <tr> <td></td> <td>Specific basis and/or reason(s) giving rise to the expulsion</td> </tr> <tr> <td></td> <td>Term/duration of the expulsion</td> </tr> <tr> <td></td> <td>A link or reference to the SCA Sanction Guide, along with reference to the sanction review process contained therein</td> </tr> <tr> <td></td> <td>A copy of the original, formal sanction letter, as provided above</td> </tr> </table>		Date the expulsion went into effect		Specific basis and/or reason(s) giving rise to the expulsion		Term/duration of the expulsion		A link or reference to the SCA Sanction Guide, along with reference to the sanction review process contained therein		A copy of the original, formal sanction letter, as provided above		
	Date the expulsion went into effect												
	Specific basis and/or reason(s) giving rise to the expulsion												
	Term/duration of the expulsion												
	A link or reference to the SCA Sanction Guide, along with reference to the sanction review process contained therein												
	A copy of the original, formal sanction letter, as provided above												

4. Expulsion from the SCA, with Revocation and Denial

	Provide initial, written notification of pending administrative sanction to the individual in a timely manner.												
	If the issuing authority is the Society Seneschal, consult with the appropriate Ruling Royalty and Kingdom Seneschal.												
	Announce administrative sanction for an individual at an official SCA court at a published event.												
	<p>Within 15 days of announcing the sanction, send a letter to the individual, including:</p> <table border="1"> <tr> <td></td> <td>Date of the attempted conflict resolution, mediation, or mitigation (if applicable)</td> </tr> <tr> <td></td> <td>Date sanction went into effect</td> </tr> <tr> <td></td> <td>Type of sanction</td> </tr> <tr> <td></td> <td>Specific basis and/or reason(s) giving rise to the sanction</td> </tr> <tr> <td></td> <td>Term/duration of the sanction</td> </tr> <tr> <td></td> <td>A link or reference to the SCA Sanction Guide, along with reference to the sanction review process contained therein</td> </tr> </table>		Date of the attempted conflict resolution, mediation, or mitigation (if applicable)		Date sanction went into effect		Type of sanction		Specific basis and/or reason(s) giving rise to the sanction		Term/duration of the sanction		A link or reference to the SCA Sanction Guide, along with reference to the sanction review process contained therein
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	Type of sanction												
	Specific basis and/or reason(s) giving rise to the sanction												
	Term/duration of the sanction												
	A link or reference to the SCA Sanction Guide, along with reference to the sanction review process contained therein												
	Notify Ruling Royalty, Kingdom Seneschal and Society Seneschal upon issuing the formal letter, and the details of the sanction.												
	<p>Publish sanction in next newsletter, containing only the following information:</p> <table border="1"> <tr> <td></td> <td>Individual's modern name</td> </tr> <tr> <td></td> <td>Individual's Society name</td> </tr> <tr> <td></td> <td>Type of sanction</td> </tr> <tr> <td></td> <td>Date sanction was imposed</td> </tr> <tr> <td></td> <td>Duration of sanction</td> </tr> </table>		Individual's modern name		Individual's Society name		Type of sanction		Date sanction was imposed		Duration of sanction		
	Individual's modern name												
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	Type of sanction												
	Date sanction was imposed												
	Duration of sanction												
Steps for Society Seneschal													
	Review for procedural compliance and proportionality.												
	Notify Board of Directors of the expulsion.												
	Contact expelled individual to request additional information that the individual would like to include.												
Steps for Board of Directors													
	Board of Directors reviews the expulsion												

Send a letter to the expelled individual, within 15 days after the determination to uphold the expulsion, containing:

	Date the expulsion went into effect
	Specific basis and/or reason(s) giving rise to the expulsion
	Term/duration of the expulsion
	A link or reference to the SCA Sanction Guide, along with reference to the sanction review process contained therein
	A copy of the original, formal sanction letter, as provided above

Prior to the start of investigating whether Revocation and Denial of Membership is merited, send a letter containing:

	A notice of the investigation order
	A timeline for the investigation
	The lead investigator's name, if available
	A notice that the expelled individual will receive a summary of their own interview with the investigator
	A notice that no additional information learned from other sources will be shared with the expelled individual, unless specific permission is given by the source. If such permission is granted, only redacted and summarized information will be shared.

Following the determination to impose a Revocation and Denial of Membership, a final notice sent to the expelled individual within 15 days of the issuance of the Revocation and Denial of Membership, containing:

	The date the Revocation and Denial of Membership went into effect
	The reason(s) for the Revocation and Denial of Membership
	A copy of the expulsion letter, as described above
	A statement that the Revocation and Denial of Membership is permanent and final

APPENDIX C: TEMPLATE LETTERS

A. ANNOUNCEMENTS IN COURT

1. Sanction by Reigning Royalty, but not for removal from office

On this day **[Date sanction was issued in open SCA Court]**, do we, **[Your Name] - [Title]**, announce a Royal Sanction of **[Type of Royal Sanction]** against **[Recipient Name]**, known in the Society as **[Recipient's Society Name]**. This sanction will expire on **[Date Royal Sanction will end - no later than end of reign]**.

2. Sanction by Reigning Royalty, for removal from office

On this day **[Date sanction was issued in open SCA Court]**, do we, **[Your Name] - [Title]**, announce a Royal Sanction of **[Type of Royal Sanction]** against **[Recipient Name]**, known in the Society as **[Recipient's Society Name]**.

3. Sanction by Kingdom Officer

On this day **[Date sanction was issued in open SCA Court]**, I, **[Your Name] - [Title]**, announce Administrative Sanction - **[Type of Administrative Sanction]** against **[Recipient Name]**, known in the Society as **[Recipient's Society Name]**. This sanction will expire on **[Date Sanction will end - no more than two years]**.

4. Sanction by Society Officer

On this day **[Date sanction was issued in open SCA Court]**, I, **[Your Name] - [Title]**, announce Administrative Sanction - **[Type of Administrative Sanction]** against **[Recipient Name]**, known in the Society as **[Recipient's Society Name]**. This sanction will expire on **[Date Sanction will end - only Board can issue permanent]**.

5. Expulsion from SCA

On this day **[Date sanction was issued in open SCA Court]**, do we, **[Your Name] - [Title]**, expel **[Recipient Name]**, known in the Society as **[Recipient's Society Name]**, from participation in any SCA activity.

B. ANNOUNCEMENTS IN NEWSLETTER

1. Sanction by Reigning Royalty, but not for removal from office

On **[Date sanction was issued in open SCA Court]**, we issued a Royal Sanction - **[Type of Royal Sanction]** against **[Recipient Name]**, known in the Society as **[Recipient's Society Name]**. The sanction will expire on **[Date Royal Sanction will end - no later than end of reign]**
[Your Name]
[Title]

2. Announcement in Newsletter of Sanction by Reigning Royalty, for removal from office

On **[Date sanction was issued in open SCA Court]**, we issued a Royal Sanction - **[Type of Royal Sanction]** against **[Recipient Name]**, known in the Society as **[Recipient's Society Name]**.
[Your Name]
[Title]

3. Announcement in Newsletter of Sanction by Kingdom Officer

On **[Date sanction was issued in open SCA Court]**, I issued an Administrative Sanction - **[Type of Administrative Sanction]** against **[Recipient Name]**, known in the Society as **[Recipient's Society Name]**. The sanction will expire on **[Date Sanction will end - no more than two years]**.
[Your Name]
[Title]

4. Announcement in Newsletter of Sanction by Society Officer

On **[Date sanction was issued in open SCA Court]**, I issued an Administrative Sanction - **[Type of Administrative Sanction]** against **[Recipient Name]**, known in the Society as **[Recipient's Society Name]**. The sanction will expire on **[Date Sanction will end - only Board can issue permanent]**.
[Your Name]
[Title]

5. Announcement in Newsletter of Expulsion from SCA

On **[Date sanction was issued in open SCA Court]**, we expelled **[Recipient Name]**, known in the Society as **[Recipient's Society Name]**, from participation in any aspect of the SCA.
[Your Name]
[Title]

C. FORMAL NOTIFICATION LETTERS

1. Administrative Sanction by a Local Officer

[Your Name]
[Street Address]
[City, ST ZIP Code]
[Date of Letter]

[Recipient Name]
[Street Address]
[City, ST ZIP Code]

CC: [Name of Appropriate Kingdom Officer]

Dear [Recipient Name]:

On or about [Date of attempted conflict resolution, mediation, or mitigation] I attempted to work with you to resolve the outstanding issue(s), with unsatisfactory results. I issued an Administrative Sanction on [Date sanction was issued in open SCA Court], regarding the following issue(s):

[List of issue(s) that led to the decision to issue an Administrative Sanction]

The sanction will be reviewed by [Name of Appropriate Kingdom Officer].

The sanction lasted until the end of the event, dated [Event Date] at [Event Location].

You may refer to the SCA Sanction Guide, sections I.F *Confidentiality*, I.G *Notification*, II.A *Administrative Sanctions*, and III.B.1.c *Appealing Administrative Sanctions* regarding your options to appeal, limitations of activities in the SCA, and responsibilities with regards to this sanction.

Regards,

[Your Name]
[Title]

2. Administrative Sanction by Kingdom Officer

[Your Name]
[Street Address]
[City, ST ZIP Code]
[Date of Letter]

[Recipient Name]
[Street Address]
[City, ST ZIP Code]

CC: [Name of Appropriate Society Officer]
[Name of Ruling Royalty]

Dear [Recipient Name]:

On or about [Date of attempted conflict resolution, mediation, or mitigation] I attempted to work with you to resolve the outstanding issue(s), with unsatisfactory results.

I issued an Administrative Sanction on [Date sanction was issued in open SCA Court], regarding the following issue(s):

[List of issue(s) that led to the decision to issue an Administrative Sanction]

The sanction will be reviewed by [Name of Appropriate Society Officer]. Pending review, the sanction will last until [Date Sanction will end - no more than two years].

You may refer to the SCA Sanction Guide, sections I.F *Confidentiality*, I.G *Notification*, II.A *Administrative Sanctions*, and III.B.1.c *Appealing Administrative Sanctions* regarding your options to appeal, limitations of activities in the SCA, and responsibilities with regards to this sanction.

Regards,

[Your Name]
[Title]

3. Administrative Sanction by Society Officer

[Your Name]
[Street Address]
[City, ST ZIP Code]
[Date of Letter]

[Recipient Name]
[Street Address]
[City, ST ZIP Code]

CC: [Name of Society Seneschal]
[Name of Board of Directors Ombudsman]

Dear [Recipient Name]:

On or about [Date of attempted conflict resolution, mediation, or mitigation] I attempted to work with you to resolve the outstanding issue(s), with unsatisfactory results.

I issued an Administrative Sanction on [Date sanction was issued in open SCA Court], regarding the following issue(s):

[List of issue(s) that led to the decision to issue an Administrative Sanction]

The sanction will be reviewed by the Board of Directors of the SCA. Pending review, the sanction will last until **[Date Sanction will end - only Board can issue permanent]**.

You may refer to the SCA Sanction Guide, sections I.F *Confidentiality*, I.G *Notification*, II.A *Administrative Sanctions*, and III.B.1.c *Appealing Administrative Sanctions* regarding your options to appeal, limitations of activities in the SCA, and responsibilities with regards to this sanction.

Regards,

[Your Name]
[Title]

4. Royal Sanction, not for Suspension or Removal from Office

[Your Name]
[Street Address]
[City, ST ZIP Code]
[Date of Letter]

[Recipient Name]
[Street Address]
[City, ST ZIP Code]

CC: **[Name of Kingdom Seneschal]**
[Name of Society Seneschal]

Dear **[Recipient Name]**:

On or about **[Date of attempted conflict resolution, mediation, or mitigation]** we attempted to work with you to resolve the outstanding issue(s), with unsatisfactory results.

On **[Date sanction was issued in open SCA Court]**, we issued a Royal Sanction – **[Type of Royal Sanction]**, regarding the following issue(s):

[List of issue(s) that led to the decision to issue a Royal Sanction]

The sanction will last until **[Date Royal Sanction will end - no later than end of reign]**. You may refer to the SCA Sanction Guide, sections I.F *Confidentiality*, I.G *Notification*, II.B *Royal Sanctions*, and III.B.2.c *Appealing Royal Sanctions* regarding your options to appeal, limitations of activities in the SCA, and responsibilities with regards to this sanction.

Regards,

[Your Name]
[Title]

5. Royal Sanction for Suspension of Office

[Your Name]
[Street Address]
[City, ST ZIP Code]
[Date of Letter]

[Recipient Name]
[Street Address]
[City, ST ZIP Code]

CC: **[Name of Kingdom Seneschal]**
[Name of Society Seneschal]

Dear **[Recipient Name]**:

On or about **[Date of attempted conflict resolution, mediation, or mitigation]** we attempted to work with you to resolve the outstanding issue(s), with unsatisfactory results.

On **[Date sanction was issued in open SCA Court]**, we issued a Royal Sanction – Suspension from Office, regarding the following issue(s):

[List of issue(s) that led to the decision to issue a Royal Sanction]

The sanction will last until **[Date Royal Sanction will end - no later than end of reign]**. Until such time, you will not exercise any authority or privilege as **[Office Title]**.

You may refer to the SCA Sanction Guide, sections I.F *Confidentiality*, I.G *Notification*, II.B *Royal Sanctions*, and III.B.2.c *Appealing Royal Sanctions* regarding your options to appeal, limitations of activities in the SCA, and responsibilities with regards to this sanction.

Regards,

[Your Name]
[Title]

6. Royal Sanction for Removal from Office

[Your Name]
[Street Address]
[City, ST ZIP Code]
[Date of Letter]

[Recipient Name]
[Street Address]
[City, ST ZIP Code]

CC: **[Name of Appropriate Society Officer]**
[Name of Kingdom Seneschal]
[Name of Society Seneschal]

Dear **[Recipient Name]**:

On or about **[Date of attempted conflict resolution, mediation, or mitigation]** we attempted to work with you to resolve the outstanding issue(s), with unsatisfactory results.

After **[Name of Appropriate Society Officer]** reviewed and concurred with our decision, we issued a Royal Sanction – Removal from Office on **[Date sanction was issued in open SCA Court]**, regarding the following issue(s):

[List of issue(s) that led to the decision to issue a Royal Sanction]

With this sanction, you have been permanently removed from the office of **[Office Title]**.

You may refer to the SCA Sanction Guide, sections I.F *Confidentiality*, I.G *Notification*, II.B *Royal Sanctions*, and III.B.2.c *Appealing Royal Sanctions* regarding your options to appeal, limitations of activities in the SCA, and responsibilities with regards to this sanction.

Regards,

[Your Name]
[Title]

7. Expulsion from the SCA by Ruling Royalty

[Your Name]
[Street Address]
[City, ST ZIP Code]
[Date of Letter]

[Recipient Name]
[Street Address]
[City, ST ZIP Code]

CC: **[Name of Kingdom Seneschal]**
[Name of Ruling Royalty]
[Name of Society Seneschal]

Dear **[Recipient Name]**:

On or about **[Date of attempted conflict resolution, mediation, or mitigation]** we attempted to work with you to resolve the outstanding issue(s), with unsatisfactory results.

On **[Date sanction was issued in open SCA Court]**, we issued an Expulsion from the SCA, regarding the following issue(s):

[List of issue(s) that led to the decision to issue an Expulsion from the SCA]

[Name of Society Seneschal] will notify the Board of Directors of our decision. Additionally, **[Name of Society Seneschal]** will contact you for any information you may deem pertinent. Your expulsion from the SCA is in effect, while being reviewed by the Board of Directors.

+You may refer to the SCA Sanction Guide, sections I.F *Confidentiality*, I.G *Notification*, II.C *Expulsion from the SCA*, and III.B.3.c *Appealing Expulsions* regarding your options to appeal, limitations of activities in the SCA, and responsibilities with regards to this sanction.

Regards,

[Your Name]
[Title]

8. Follow-up Letter by Society Seneschal for Expulsion from the SCA

[Your Name]
[Street Address]
[City, ST ZIP Code]
[Date of Letter]

[Recipient Name]
[Street Address]
[City, ST ZIP Code]

CC: [Name of Kingdom Seneschal]
[Name of Ruling Royalty]
[Name of Society Seneschal]

Dear [Recipient Name]:

On [Date sanction was issued in open SCA Court], Their Majesties [Name of Ruling Royalty] issued an Expulsion from the SCA for you. Your expulsion was in regards to the following issue(s):

[List of issue(s) that led to the decision to issue an Expulsion from the SCA]

I will notify the Board of Directors of your expulsion by Their Majesties [Name of Ruling Royalty]. Furthermore, my notification to the Board of Directors of your expulsion will result in a determination by the Board to ascertain if an investigation into Revocation and Denial of Membership is warranted. Your expulsion from the SCA is in effect, while being reviewed by the Board of Directors.

You may provide any information you deem pertinent to the issue(s) listed above.

You may refer to the SCA Sanction Guide, sections I.F *Confidentiality*, I.G *Notification*, II.C *Expulsion from the SCA*, and III.B.3.c *Appealing Expulsions* regarding your options to appeal, limitations of activities in the SCA, and responsibilities with regards to this sanction.

Regards,

[Your Name]
[Title]

9. Expulsion from the SCA by Society Seneschal

[Your Name]
[Street Address]
[City, ST ZIP Code]
[Date of Letter]

[Recipient Name]
[Street Address]
[City, ST ZIP Code]

CC: **[Name of Kingdom Seneschal]**
[Name of Ruling Royalty]
[Name of Society Seneschal]

Dear **[Recipient Name]**:

On or about **[Date of attempted conflict resolution, mediation, or mitigation]**, I attempted to work with you to resolve the outstanding issue(s), with unsatisfactory results.

Following consultation with **[Name of Kingdom Seneschal]** and **[Name of Ruling Royalty]**, I issued an Expulsion from the SCA on **[Date sanction was issued in open SCA Court]**, regarding the following issue(s):

[List of issue(s) that led to the decision to issue an Expulsion from the SCA]

I will notify the Board of Directors of my announcement. Furthermore, my notification to the Board of Directors of your expulsion will result in a determination by the Board to ascertain if an investigation into Revocation and Denial of Membership is warranted. Your expulsion from the SCA is in effect, while being reviewed by the Board of Directors.

You may provide any information you may deem pertinent to the issue(s) listed above.

You may refer to the SCA Sanction Guide, sections I.F *Confidentiality*, I.G *Notification*, II.C *Expulsion from the SCA*, and III.B.3.c *Appealing Expulsions* regarding your options to appeal, limitations of activities in the SCA, and responsibilities with regards to this sanction.

Regards,

[Your Name]
[Title]

10. Expulsion from the SCA without Investigation of Revocation and Denial

[Your Name]
[Street Address]
[City, ST ZIP Code]
[Date of Letter]

[Recipient Name]
[Street Address]
[City, ST ZIP Code]

CC: [Name of Kingdom Seneschal]
[Name of Ruling Royalty]
[Name of Society Seneschal]

ENCL: Original notification letter for Expulsion by [Name of Issuing Authority]

Dear [Recipient Name]:

On [Date sanction was issued in open SCA Court], [Name of Issuing Authority] issued an Expulsion from the SCA against you. Your expulsion was in regards to the following issue(s):

[List of issue(s) that led to the decision to issue an Expulsion from the SCA]

On [Date sanction was reviewed by Board], the Board of Directors reviewed your Expulsion from the SCA and upheld the decision. At that time, the Board determined that an investigation into Revocation and Denial of your membership in the SCA was not warranted.

Your expulsion from the SCA will last until [Date sanction will expire].

You may refer to the SCA Sanction Guide, sections I.F *Confidentiality*, I.G *Notification*, II.C *Expulsion from the SCA*, and III.B.3.c *Appealing Expulsions* regarding your options to appeal, limitations of activities in the SCA, and responsibilities with regards to this sanction.

Regards,

[Your Name]
[Title]

11. Expulsion from the SCA with Investigation of Revocation and Denial

[Your Name]
[Street Address]
[City, ST ZIP Code]
[Date of Letter]

[Recipient Name]
[Street Address]
[City, ST ZIP Code]

CC: **[Name of Kingdom Seneschal]**
[Name of Ruling Royalty]
[Name of Society Seneschal]

ENCL: Original notification letter for Expulsion by **[Name of Issuing Authority]**

Dear **[Recipient Name]**:

On **[Date sanction was issued in open SCA Court]**, **[Name of Issuing Authority]** issued an Expulsion from the SCA against you. Your expulsion was in regards to the following issue(s):

[List of issue(s) that led to the decision to issue an Expulsion from the SCA]

On **[Date sanction was reviewed by Board]**, the Board of Directors reviewed your Expulsion from the SCA and upheld the decision. At that time, the Board determined that an investigation into Revocation and Denial of your membership in the SCA was warranted. The Board directed **[Name of Society Seneschal]** to appoint **[Name of Investigator]** to conduct the investigation. **[Name of Investigator]** will contact you.

You will be provided a copy of the transcript from your interview with the investigator. You will not receive any information from other interviewees, unless express permission is granted. For those interviewees who granted permission, you will only receive a redacted and summarized copy of their transcript.

The results of the investigation will be presented to the Board at the **[Date of next reasonable Board meeting]**, located in **[Location Board meeting]**.

You may refer to the SCA Sanction Guide, sections I.F *Confidentiality*, I.G *Notification*, II.C *Expulsion from the SCA*, and III.B.3.c *Appealing Expulsions* regarding your options to appeal, limitations of activities in the SCA, and responsibilities with regards to this sanction.

Regards,

[Your Name]
[Title]

12. Revocation and Denial of Membership to the SCA

[Your Name]
[Street Address]
[City, ST ZIP Code]
[Date of Letter]

[Recipient Name]
[Street Address]
[City, ST ZIP Code]

CC: [Name of Kingdom Seneschal]
[Name of Ruling Royalty]
[Name of Society Seneschal]

ENCL: Copy of notification letter for Expulsion by [Name of Issuing Authority]
Copy of follow-up letter for Expulsion and Investigation of Revocation and Denial

Dear [Recipient Name]:

On [Date sanction was issued in open SCA Court], Their Majesties [Name of Ruling Royalty] issued an Expulsion from the SCA against you. Your expulsion was in regards to the following issue(s):

[List of issue(s) that led to the decision to issue an Expulsion from the SCA]

On [Date sanction was reviewed by Board], the Board of Directors reviewed your Expulsion from the SCA and upheld the decision. At that time, the Board determined that an investigation into Revocation and Denial of your membership in the SCA was warranted. The Board directed [Name of Society Seneschal] to appoint [Name of Investigator] to conduct the investigation.

Following review of the results of the investigation, presented to the Board on [Date investigation findings were presented], the Board of Directors of the SCA decided to impose a Revocation and Denial of Membership upon you.

You are precluded from taking part in any aspect of the SCA. Furthermore, the decision by the Board to revoke and deny you any future membership in the SCA is permanent and final.

Regards,

[Your Name]
[Title]

D. FORM FOR VOLUNTARY REVOCATION OF MEMBERSHIP AND DENIAL OF PARTICIPATION

I, the undersigned, without duress, do accept this uncontested and voluntary Revocation of Membership and Denial of Participation (R&D) with the SCA.

I agree to accept a lifetime prohibition on attendance or participation in any way, shape, or form in any SCA activity, event, practice, or official gathering for any reason, at any time. This includes a ban on participation on officially recognized SCA social media sites (e.g., Facebook), officially recognized SCA electronic email lists, and officially recognized SCA webpages. This R&D is effective immediately upon receipt and unanimous acceptance of this notice by the SCA Board of Directors.

I understand that I am entitled to an administrative review of my R&D and I hereby waive that right. I retain my right to appeal the R&D at a later time. If I choose to appeal, my situation will be subject to the full sanction process as outlined in the SCA Sanction Guide and Corpora.

Signed this day

By:
[Modern Name]
[SCA Name]
[Address]

Witnessed this day

By:
[Modern Name]
[SCA Name]
[Address]